

How to create a NEW Mail profile in Windows 7

Submitted by Jess on Sun, 06/16/2013 - 23:12

If you are having trouble in your email program specially MS Outlook in your Windows XP, Vista, 7 or 8, it is sometimes useful or even recommended to create a new Mail profile as part of the troubleshooting procedures. This article describes the process in Windows 7.



Creating new mail profile



Here are the steps:

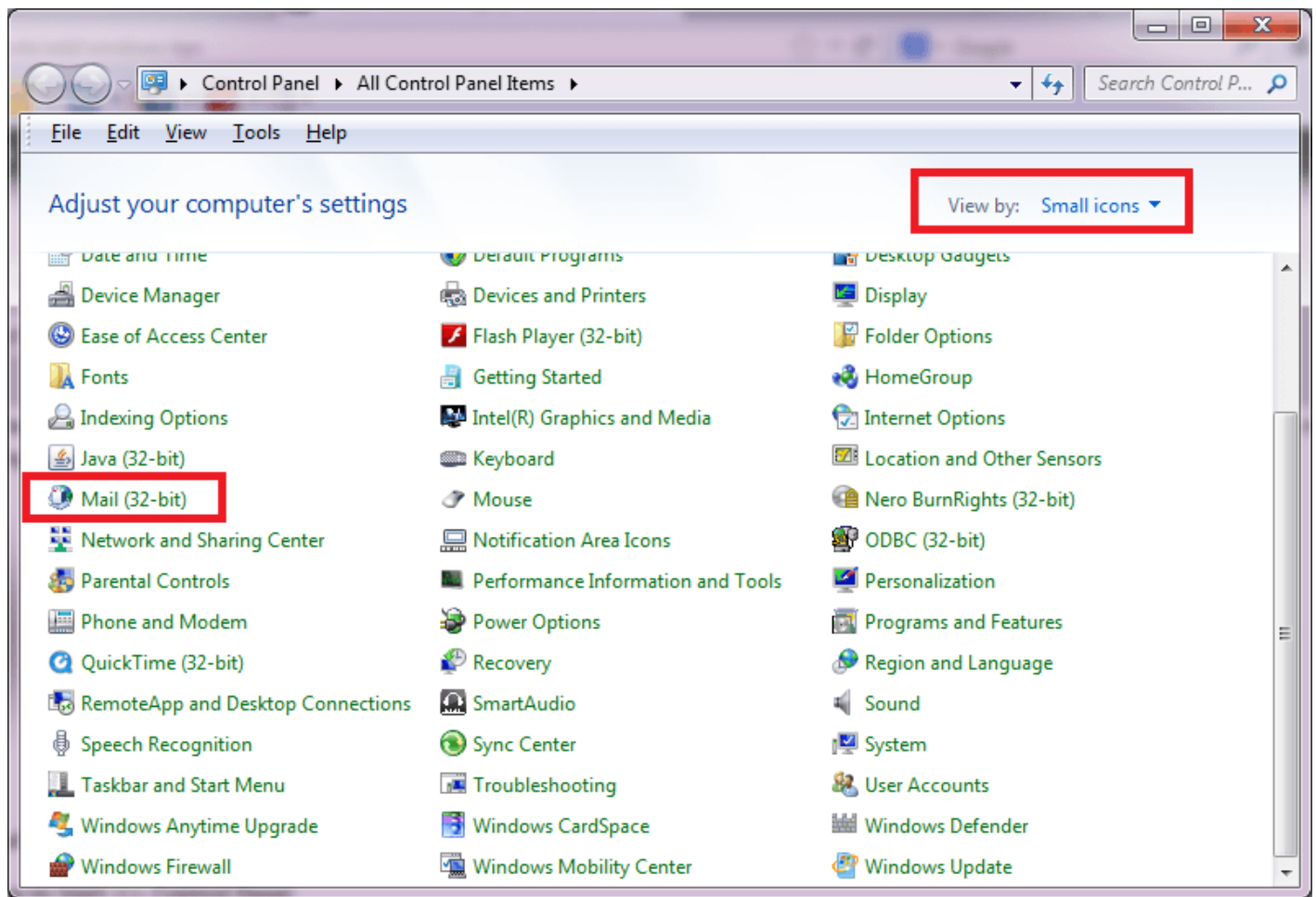
Step 1: Make sure that all your email programs like MS Outlook 2003, 2007, or 2010 are closed and not running.

Step 2: Go to Control Panel by going to Start => Control Panel

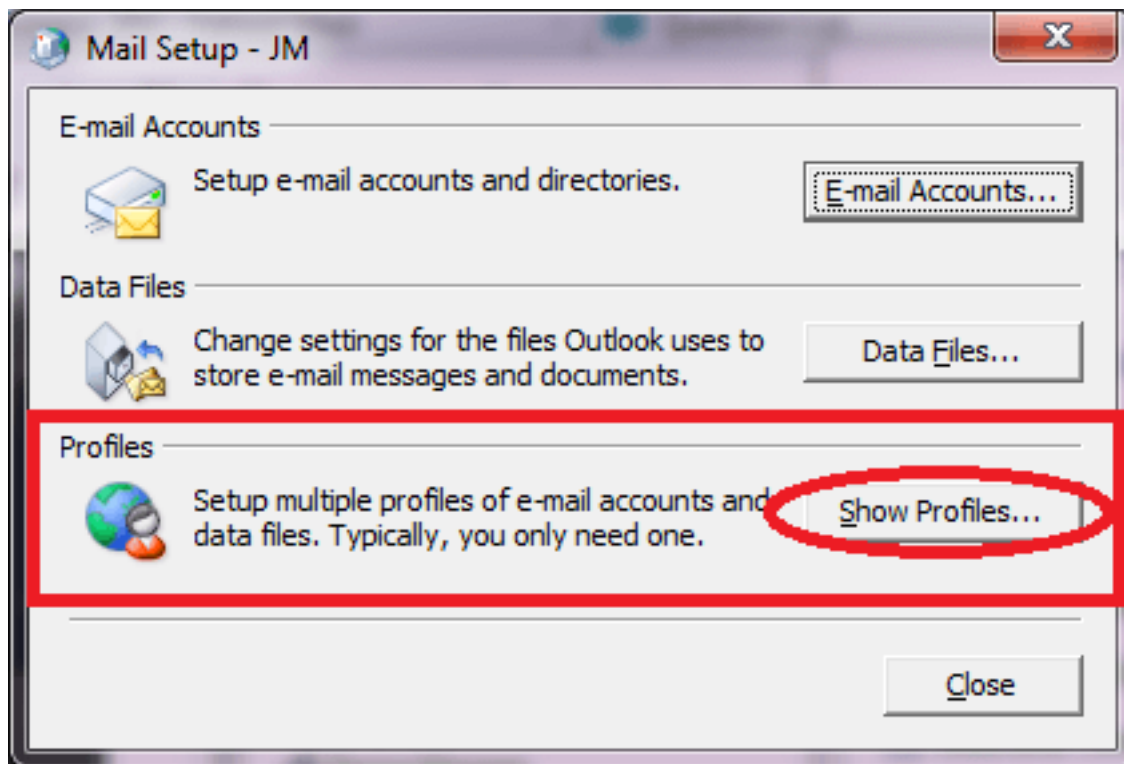
Step 3: If the Control Panel applets are not shown, the View is set to Category. Click on it then click on Small Icons. Then locate and click on Mail or Mail (32-bit)

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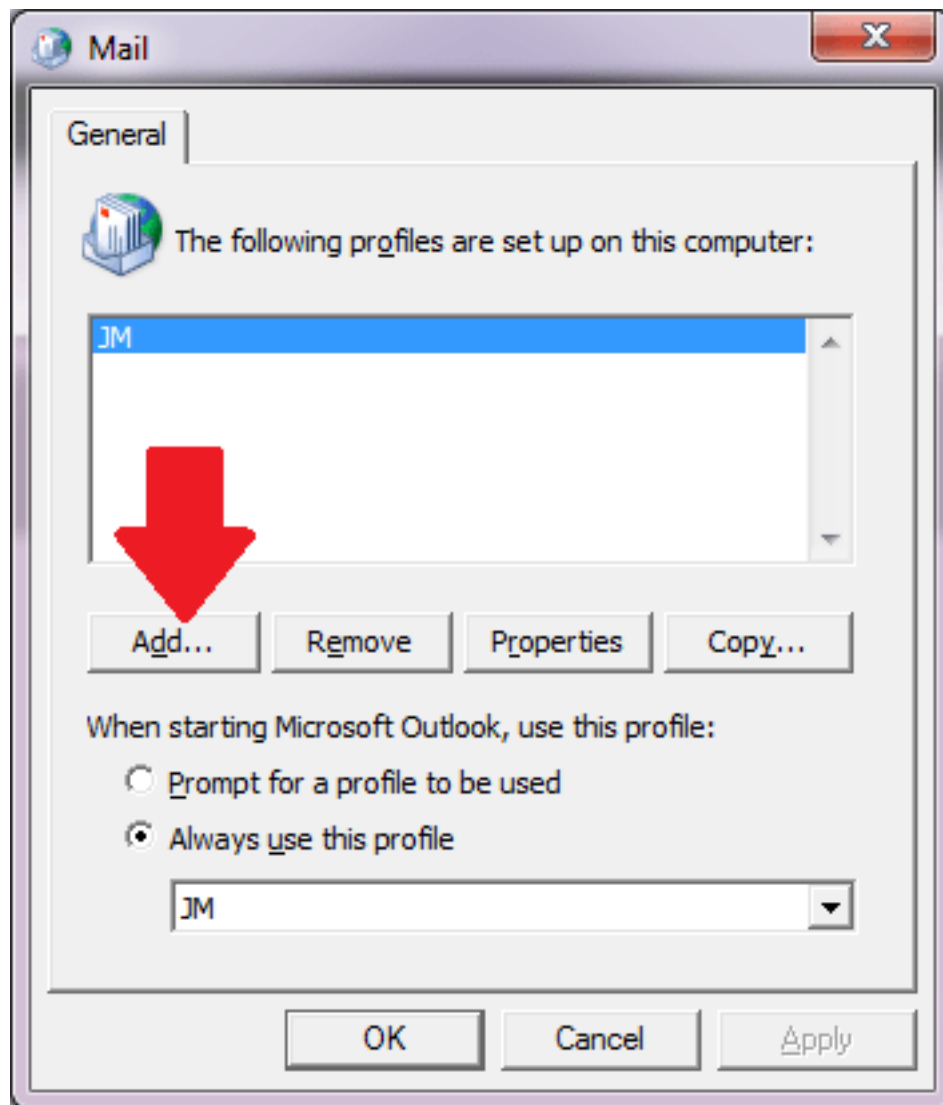
Step 4: In the dialog box that appears, click on Show Profiles button under the Profiles group



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Step 5: Then click on the ADD button



Step 6: Give it a name then click OK

Step 7: At this point, you need to add a new email account that will be using the new profile. If you have an existing email account in your email program like MS Outlook that is now having problem, you can add that email account here. It appears to you that it is already a duplication but if the old user profile is corrupted, your new profile will be used for the email account so it is a good idea to add it in the creation of the new profile and test the email account if it works or not. If it works, then you can MOVE your emails and other data from your MS Outlook from the old profile to the NEW profile.

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