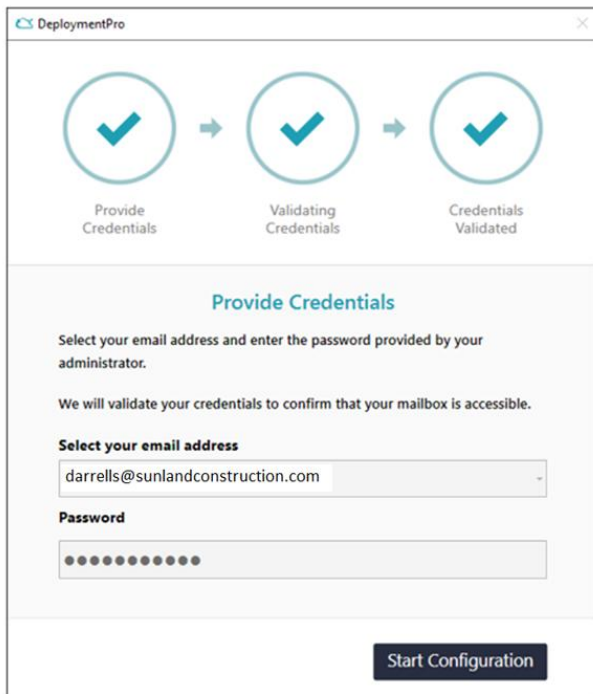


Once the user clicks on **Next**, the subsequent page will prompt them to select their credentials.

- Users need to click on the down arrow, on the far right-hand side of the email address field, and then select their email address from the resulting drop-down list.
- Users then need to add their computer/email password in the Password field.
- Once both have been entered, users need to click on the **Validate** button.

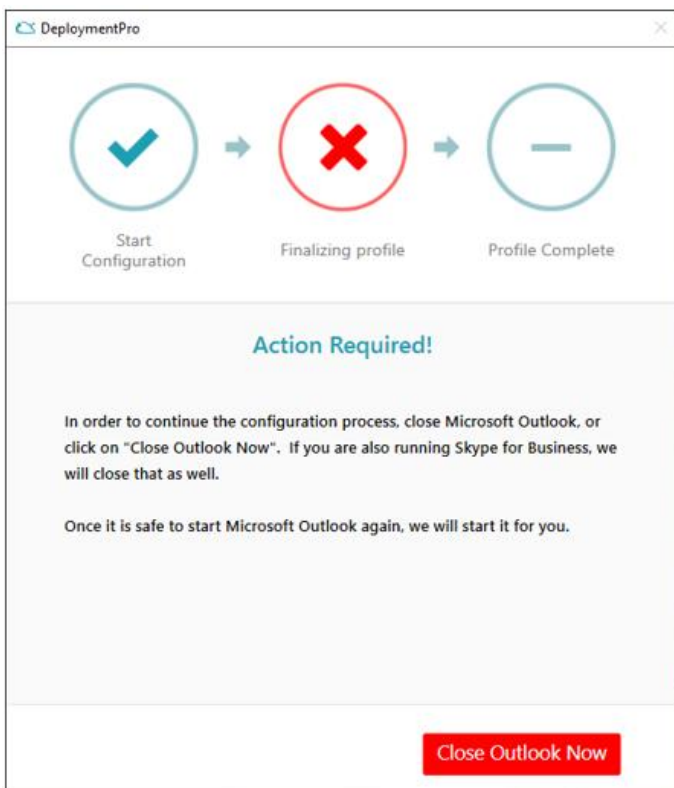
Once the credentials have been validated, users will see the following page:



Users can now begin their Outlook profile reconfiguration by clicking on the **Start Configuration** button.

If users do not have Outlook open, the profile configuration will proceed.

If users currently have Outlook open, they will see the following page:

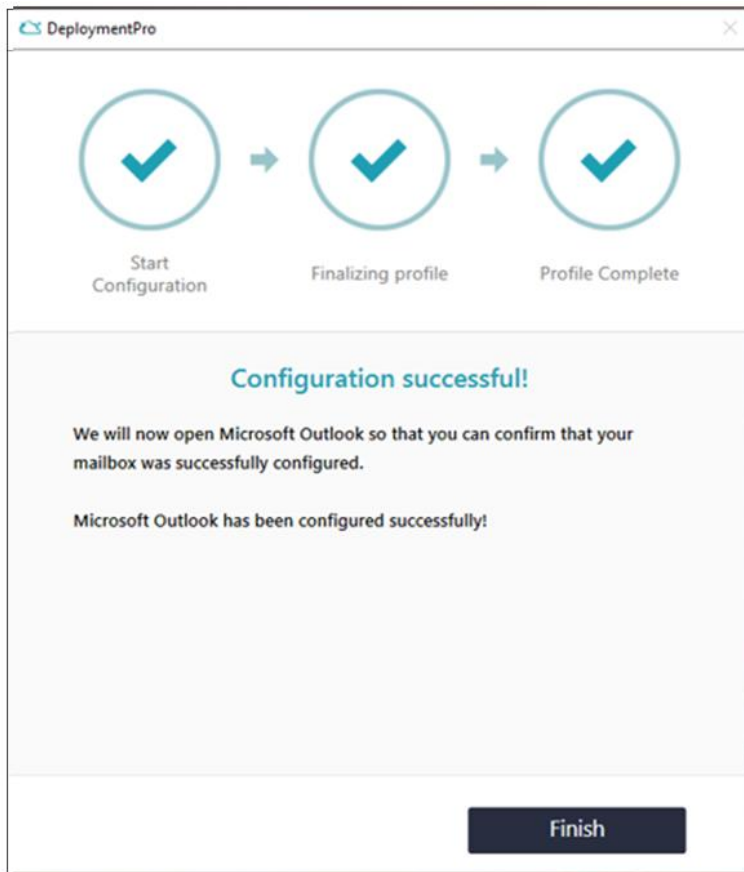


They should then click on the **Close Outlook Now** button.

Outlook will be closed for them, and the profile configuration will proceed.

The configuration could take **several minutes**. During this time, a new profile is being created based on the previous default profile. **All email will be downloaded to the new profile. The time required for it to complete is dependent on the number of messages you have and your network speed. Please be patient during this time.**

Once the new profile has been created, the following page pop-up will be displayed:



The user can now click on the **Finish** button, and begin using Outlook again.