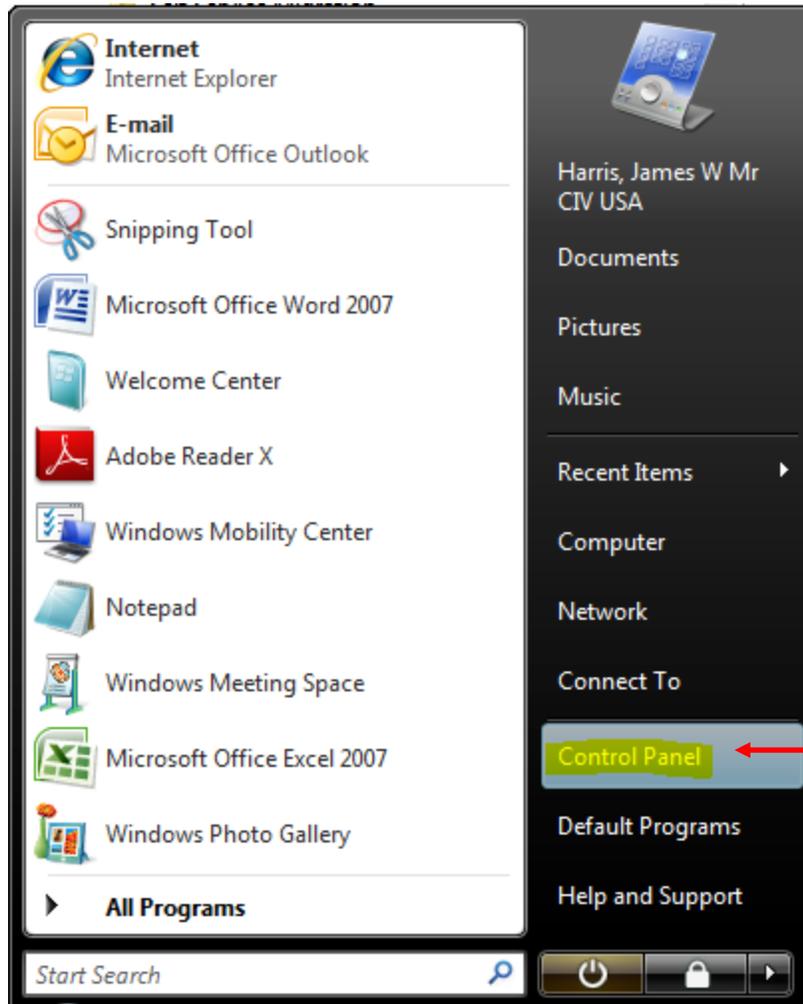




Enterprise Email Post-Migration Copy an Outlook Profile



1. Click the **Start**  icon in the lower left corner of the screen.
2. Click on **Settings**. Click on **Control Panel**.



3. Double click **Mail**.

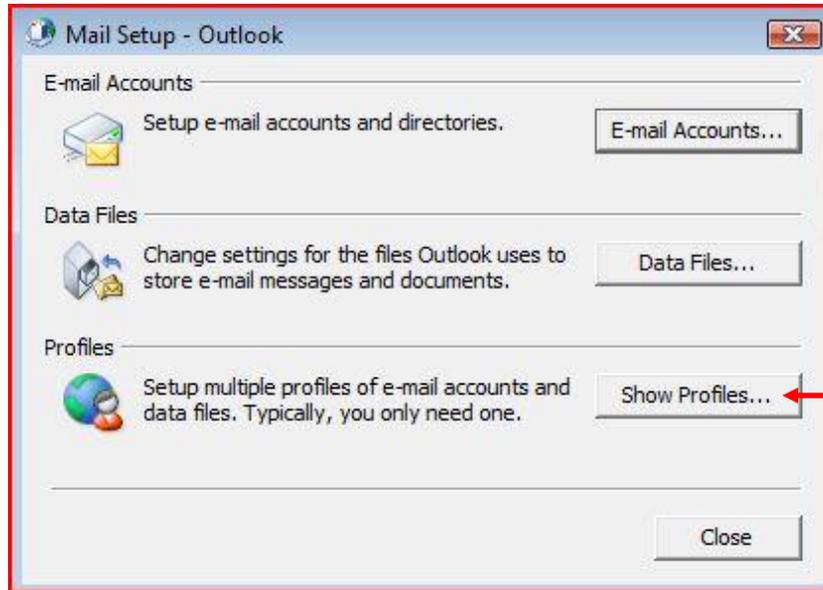




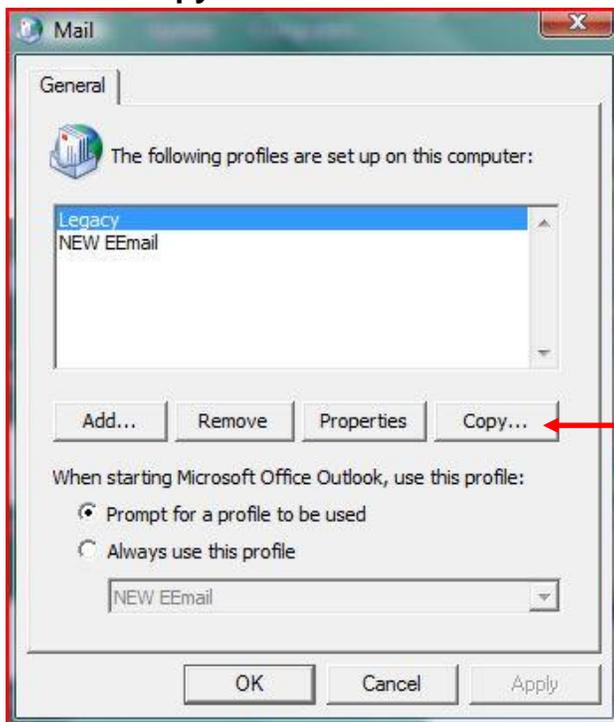
Enterprise Email Post-Migration Copy an Outlook Profile



4. Click the **Show Profiles** button.



5. Select the profile you want to copy.
6. Click the **Copy...** button

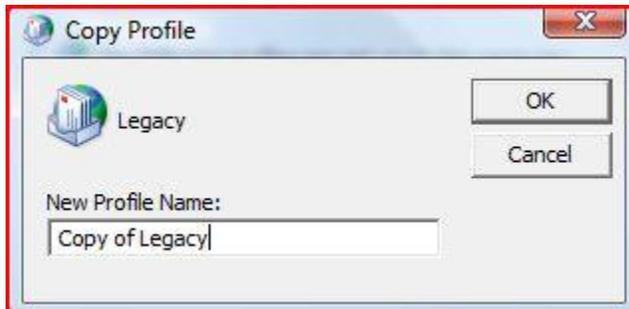




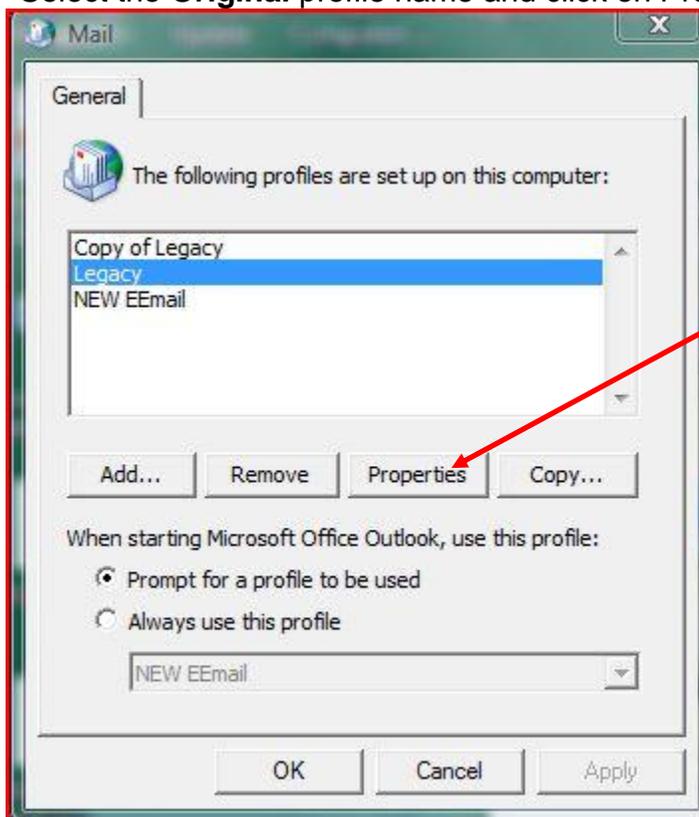
Enterprise Email Post-Migration Copy an Outlook Profile



7. In the Profile Name field type **copy of “the profile name”**., Click OK.



8. Select the **Original** profile name and click on Properties.

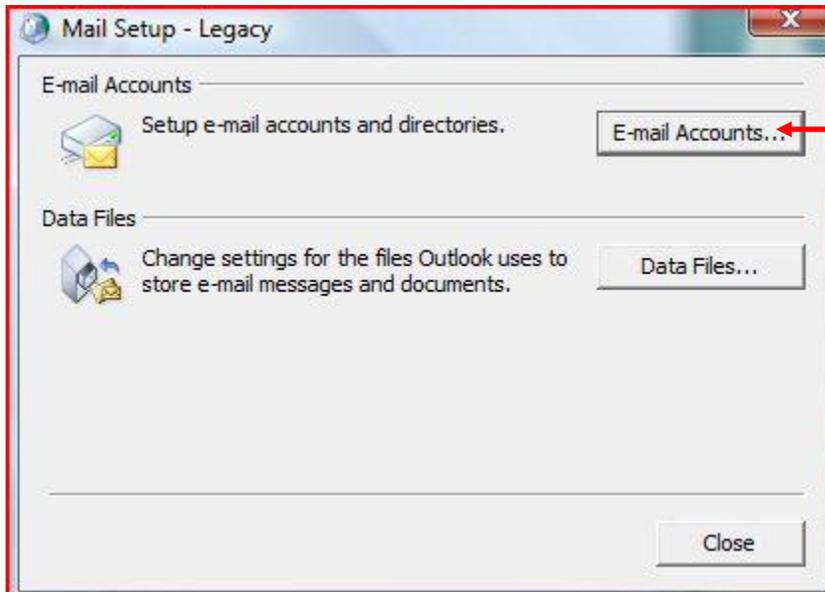




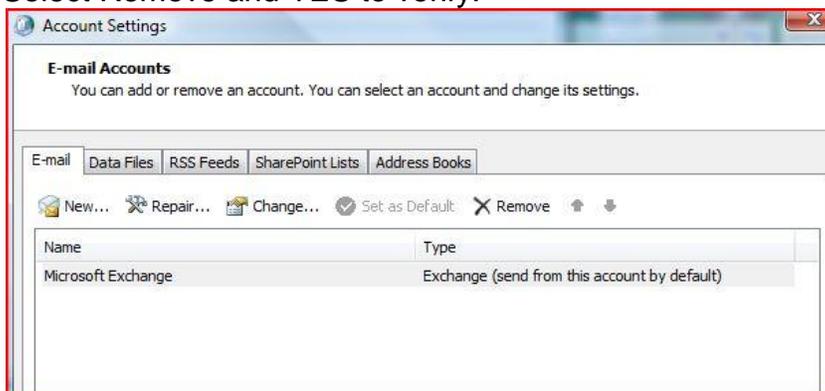
Enterprise Email Post-Migration Copy an Outlook Profile



9. Select "Email Accounts..."



10. Select Remove and YES to verify.





Enterprise Email Post-Migration Copy an Outlook Profile



11. Select New.

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

12. In the Add New Email account dialog box enter the following information:

- a. In the **Your Name** field type your name. (i.e. Jane Doe)
- b. In the **E-mail Address** field type the new Enterprise Email address:
 - i. jane.d.doe.civ@mail.mil for civilians
 - ii. jane.d.doe.ctr@mail.mil for contractors
 - iii. jane.d.doe.mil@mail.mil for military
- c. Click **Next**.



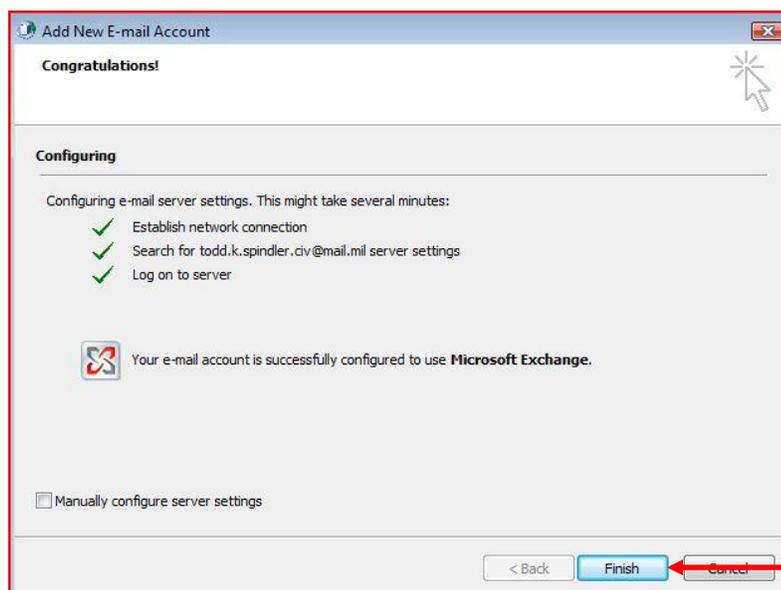
Enterprise Email Post-Migration Copy an Outlook Profile



13. When prompted enter your PIN. Click **OK**.



14. Click **Finish**.

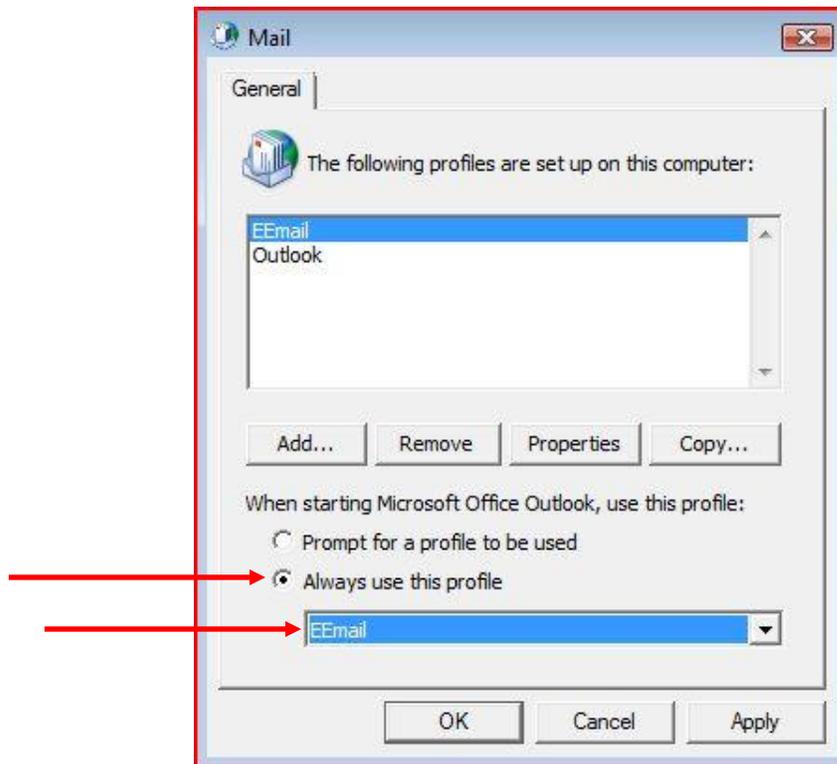




Enterprise Email Post-Migration Copy an Outlook Profile



15. In the drop down menu select **EEmail**. Select the **Always use this profile** radio button. Click **OK**.



16. Open Outlook.



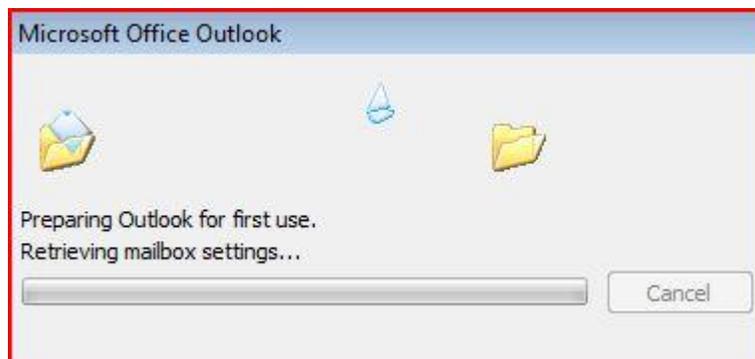
Enterprise Email Post-Migration Copy an Outlook Profile



17. When prompted enter your PIN. Click **OK**



18. A Microsoft Outlook window will appear indicating that Outlook is preparing for first use. This process may take a few minutes and may extend after Outlook completely opens up.

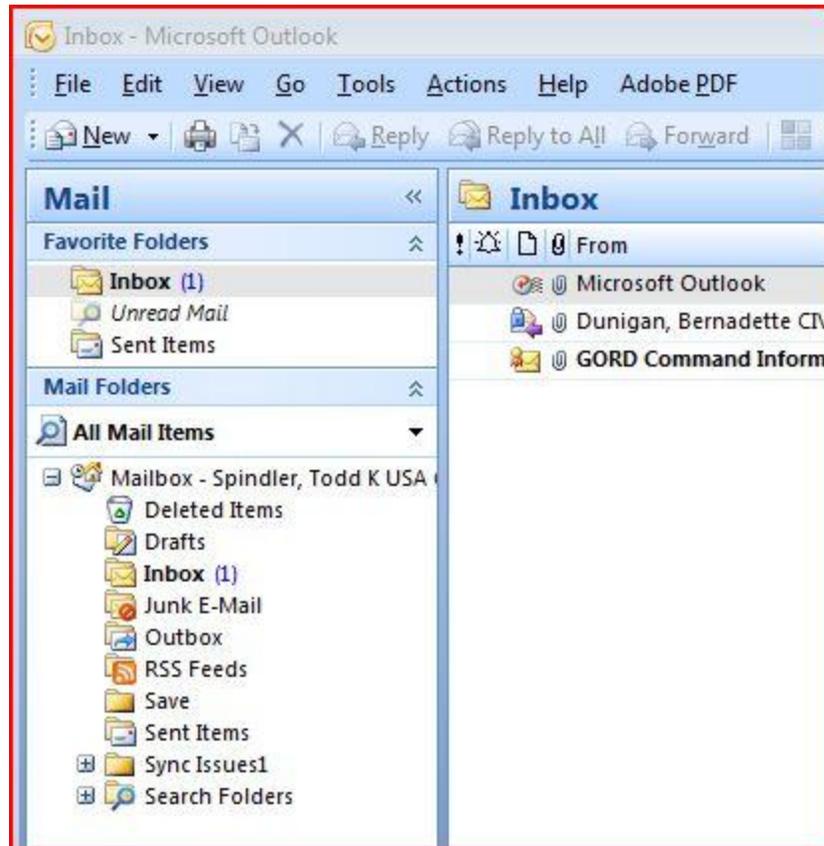




Enterprise Email Post-Migration Copy an Outlook Profile



19. The new Enterprise Email Outlook profile is now configured.



20. You have now completed – Copy an Outlook Profile.