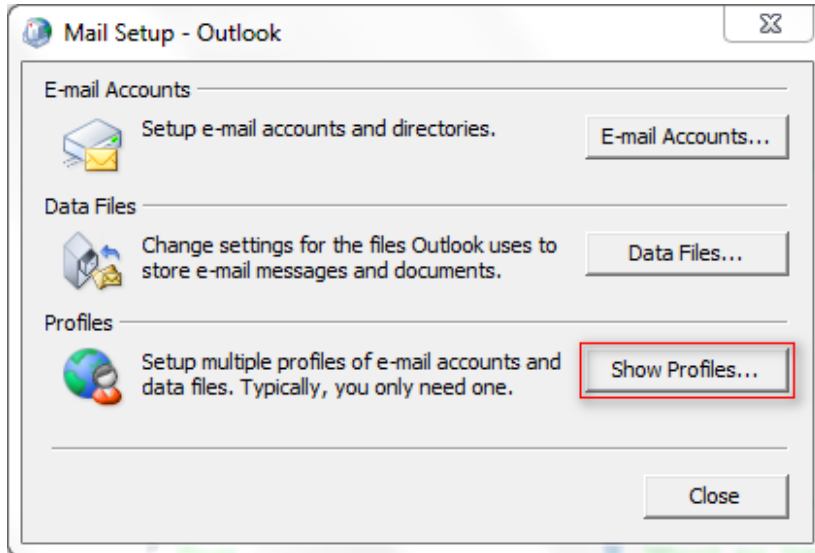


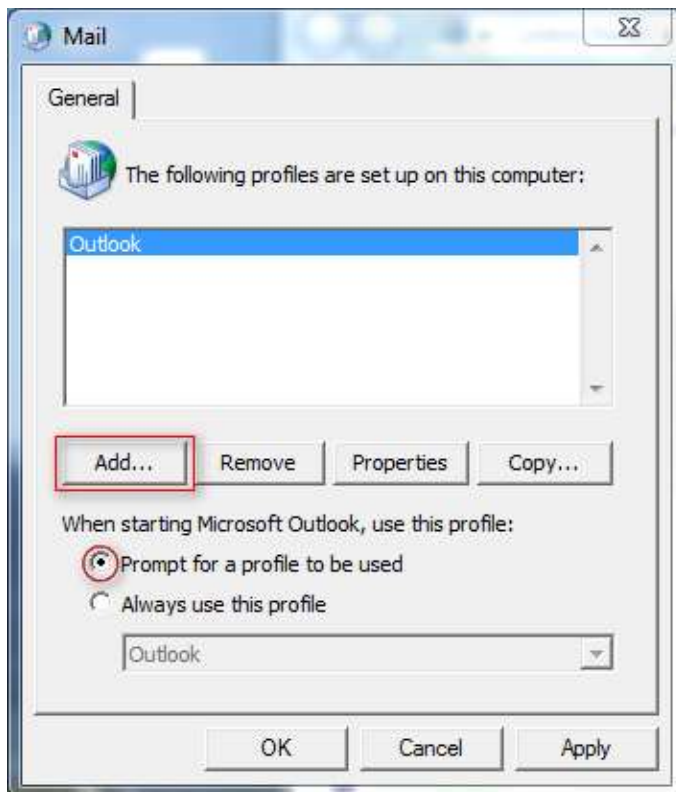
Create Separate Profile - Outlook 2010

Step 1 Select Control Panel from the Start Menu and open Mail (32-bit).

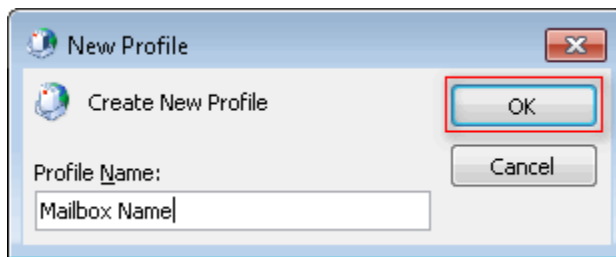
Step 2 In the Mail Setup – Outlook window, click Show Profiles.



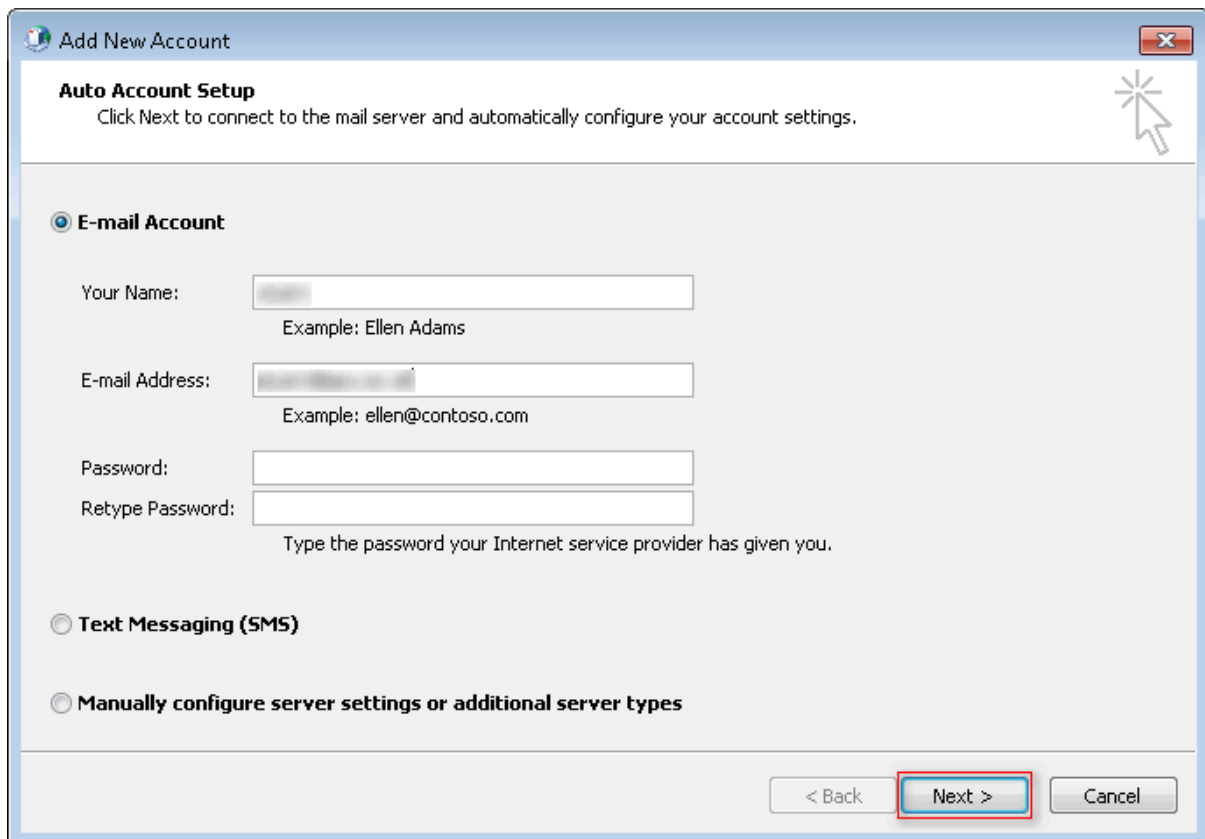
Step 3 In the Mail window, check Prompt for a profile to be used and click Add.



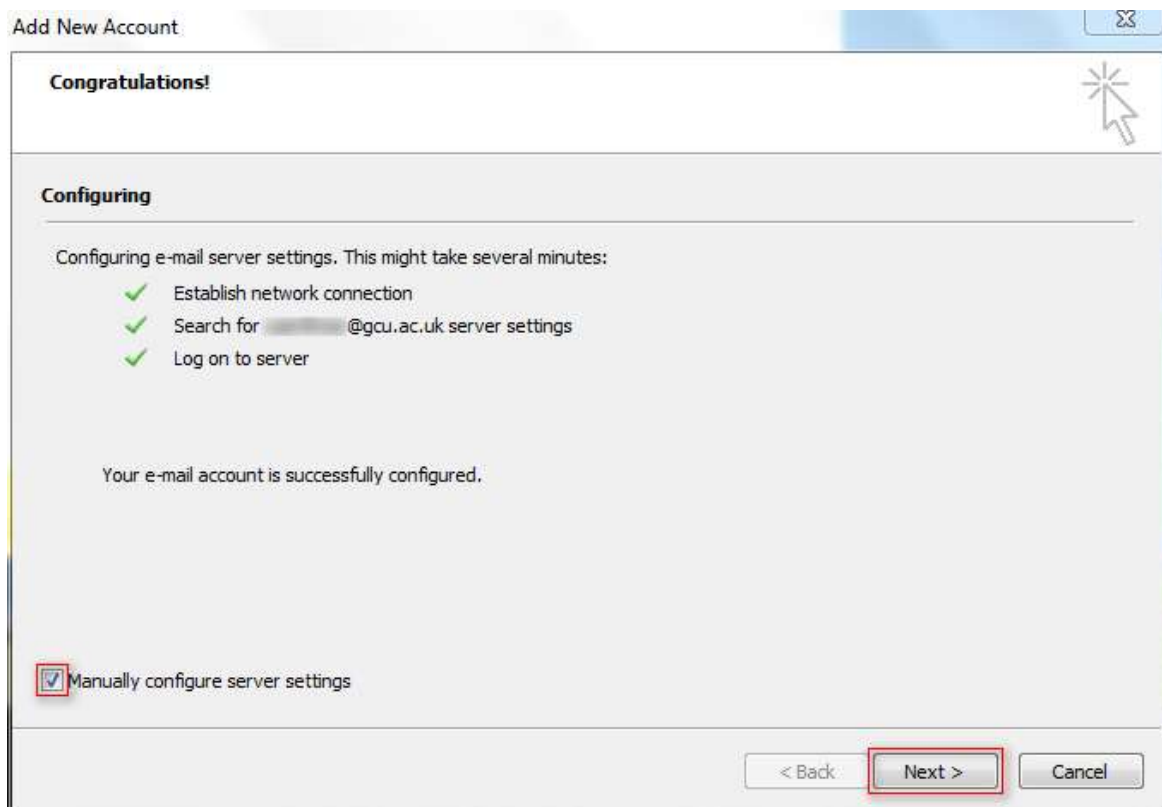
Step 4 In the New Profile window, enter a new profile name (e.g. shared mailbox name) and click OK.



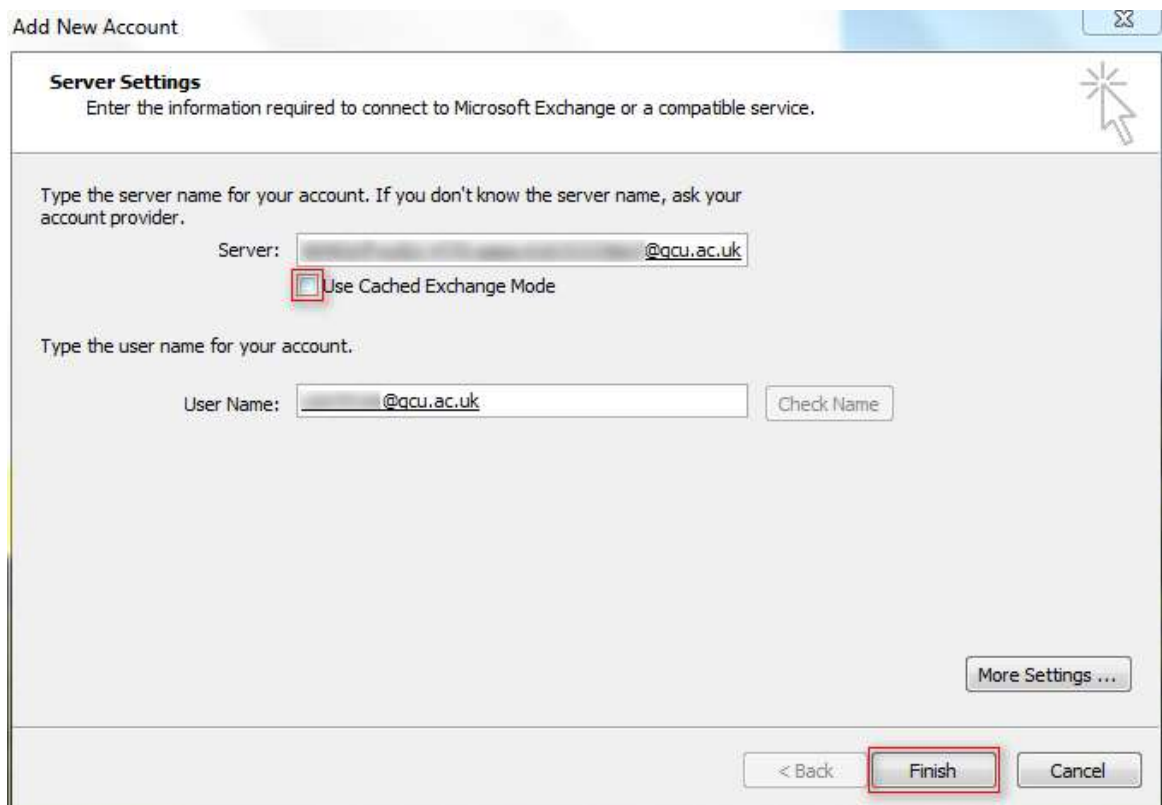
Step 5 In the Add New Account window, enter the email address of the shared mailbox in the E-mail address field and click Next



Step 8 In the Add New Account window, check "Manually configure server settings" and click Next.



Step 9 In the Add New Account window, uncheck "Use Cached Exchange mode" and click Finish.



You will now be prompted to select a profile each time Outlook starts and can choose the new profile to access the shared mailbox when required..

