

## Add a new Clemson Exchange profile to Outlook - Windows and Mac

Article Number: 1135 | Last Updated: Tue, Jul 21, 2020 at 9:46 AM

**WINDOWS** Open Outlook. Click on the **File** menu. Click on **Account Settings**. Click on **Account Settings**. Select the user's account and click **Change**. Click **More Settings...** Go to the **Advanced** tab and click **Add...** Type the username and click **OK**. **MAC** From Finder, open the Applications folder. Ctrl+click or right-click **Microsoft Outlook**, and then click Show Package Contents. Open **Contents > SharedSupport**, and then double-click **Outlook Profile Manager**. Click on the **+** to **Create a new profile**. Name the **new profile**.

If you have more questions, email [ITHELP@clemson.edu](mailto:ITHELP@clemson.edu) or call 864-656-3494.

Posted - Wed, Nov 6, 2019 at 3:58 PM.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=1135>