



# Housing Management System

## Help Guide

SASSHA HMS Help © 1997 - 2020

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# 1 CREATE NEW MAIL PROFILE

## DETAILS

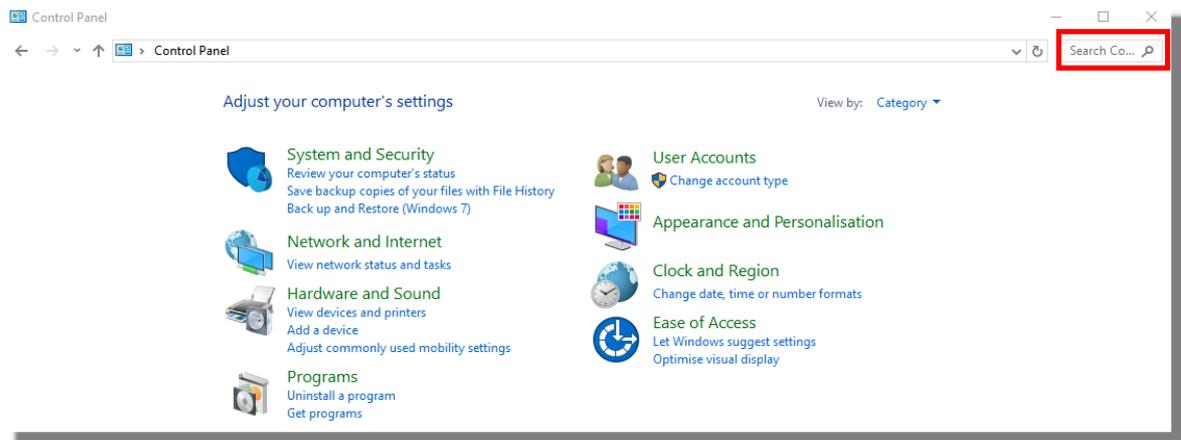
Create a new Mail Profile

## CHECKS

If using a Mac, it just needs doing on the Server profile as the user won't have Outlook locally.

## OPERATION

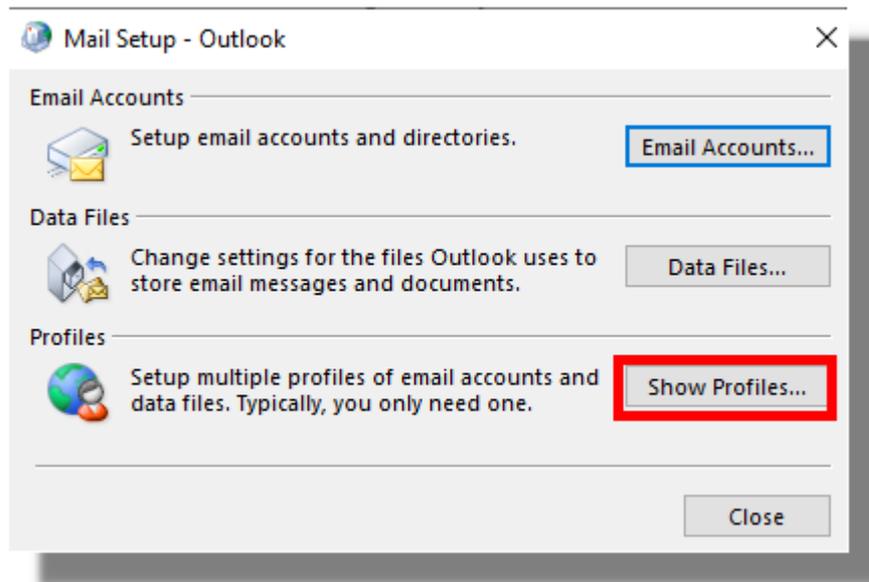
- Make sure Outlook is closed
- Go to Control Panel (Start > Control Panel)
- In the top-right corner of the control panel screen, type mail into the search box



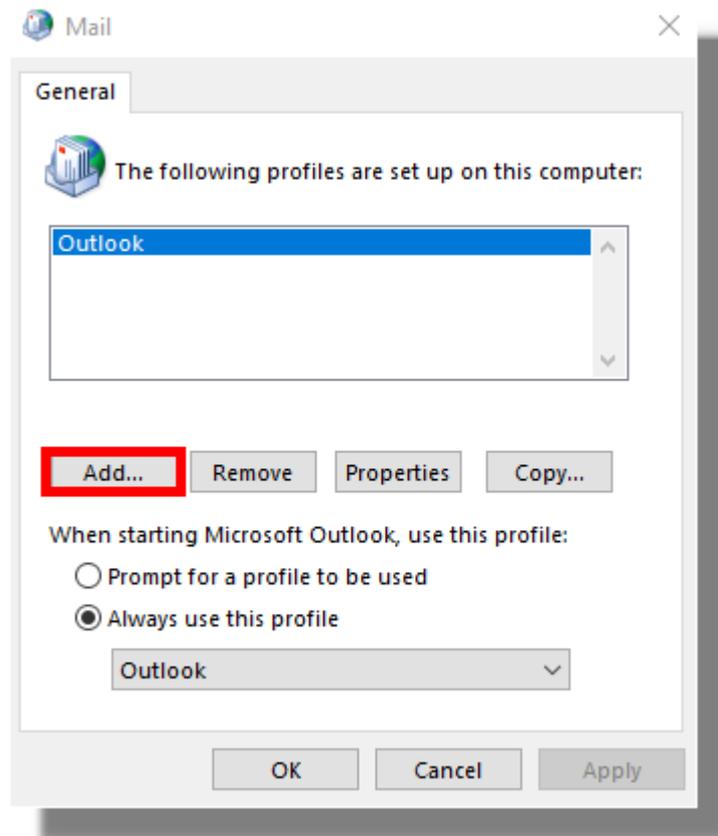
- Click the Mail result



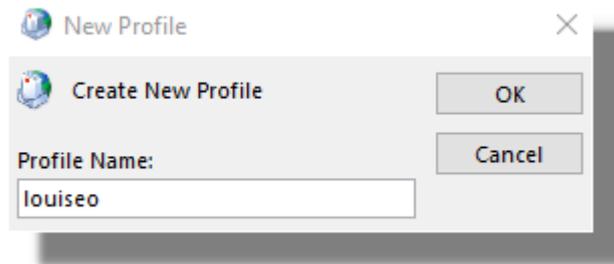
- Go to Show Profiles



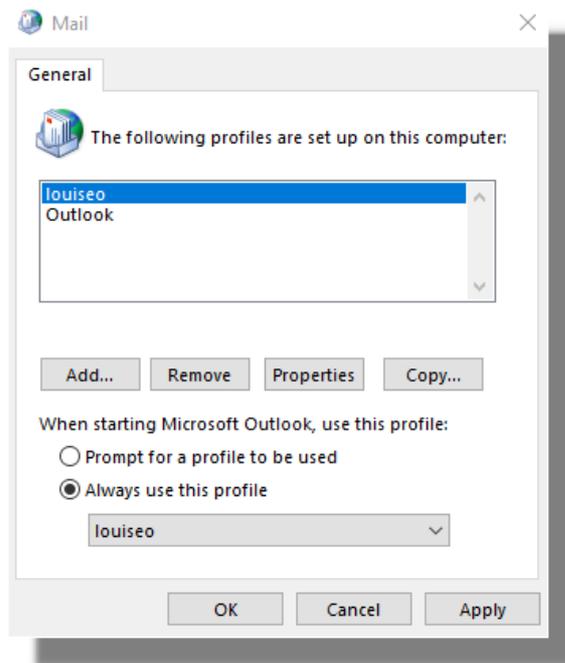
- Click Add to create a New Profile



- Give the new profile a name (you can use username, but it can be anything)
- Click OK



- The system should automatically go through a Mail setup wizard (details should come through automatically, but you may need to enter your username and password)
- Click Finish
- Change the Always use this profile drop down to point to new profile
- Click Apply
- Click OK



- Then open Outlook (mail items will load gradually, don't panic if inbox is empty at first!)
- Once you have confirmed new profile works, go back into Control Panel> Mail> Show Profiles and delete the old profile by highlighting and clicking Remove