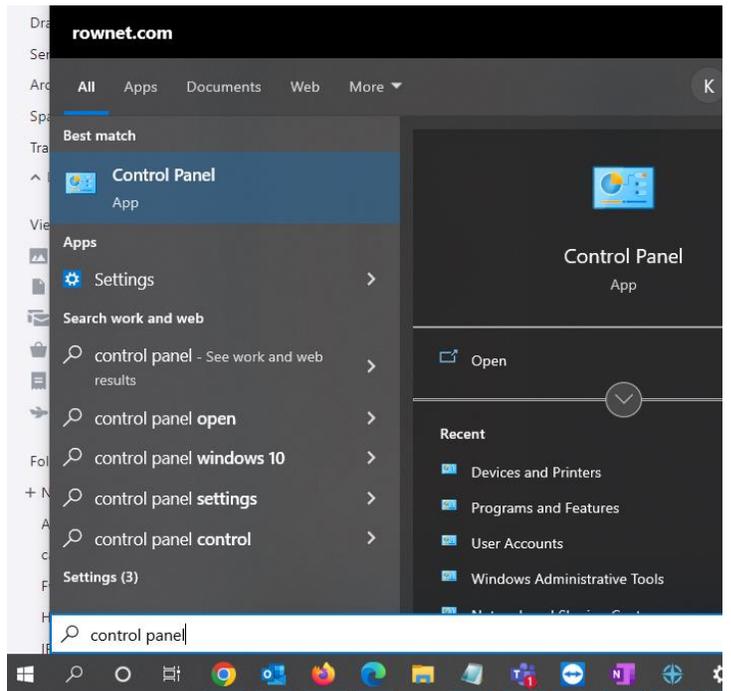


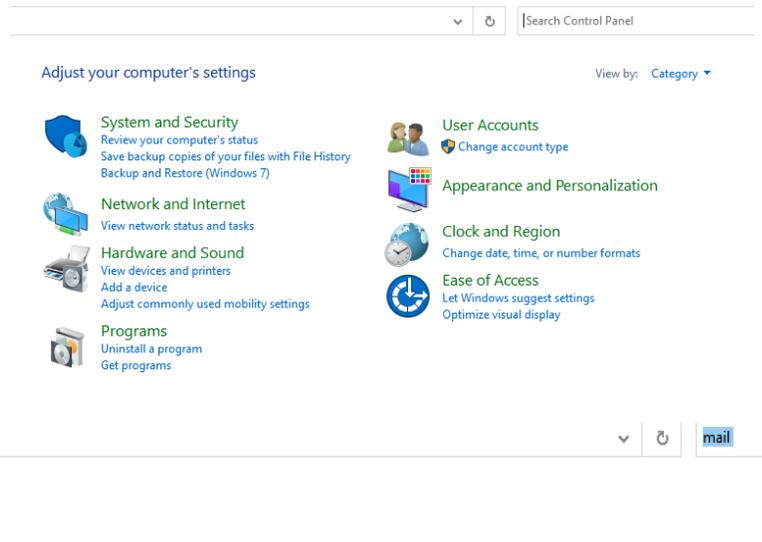
Type "Control Panel" in the search bar to the right of Start.

You may need to click on the Magnifying Glass or Right Click Start and choose Search

Click on the found result of "Control Panel" to open it

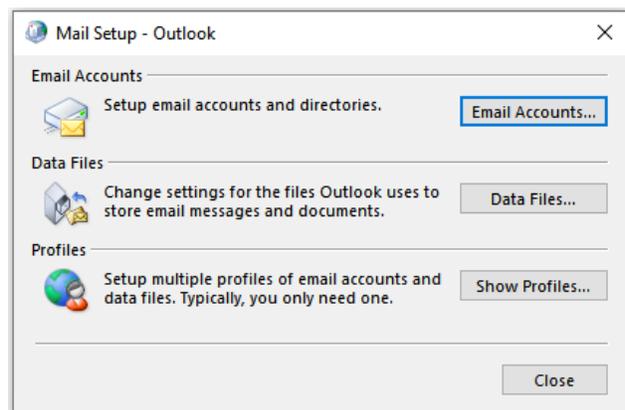


In Control Panel, type Mail in the Search box in the upper right

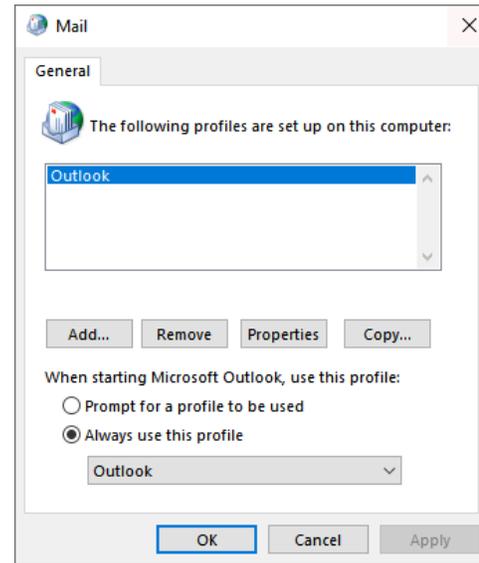


Click on the found result of Mail (Microsoft Outlook) to open it

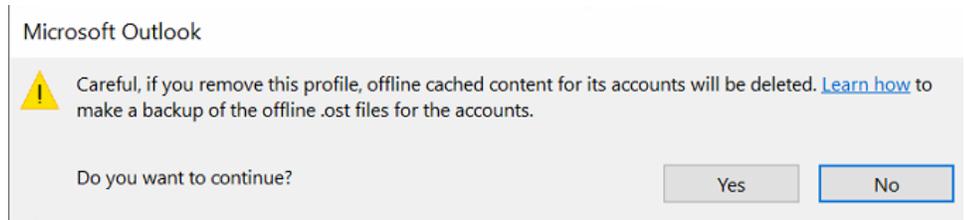
Click the box "Show Profiles"



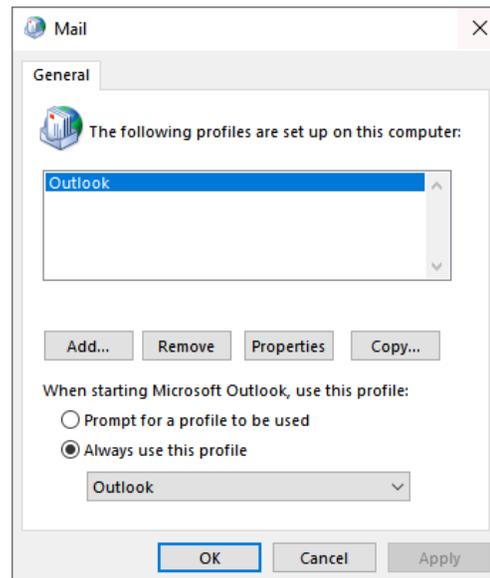
Highlight any listed profiles in the middle, like Outlook  
And then click Remove



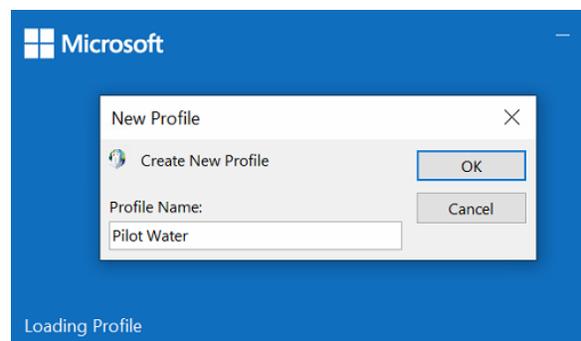
Click Yes to confirm the deletion



Press OK to close



Open / start the Outlook application  
Type ET (or your name) in the Profile name box

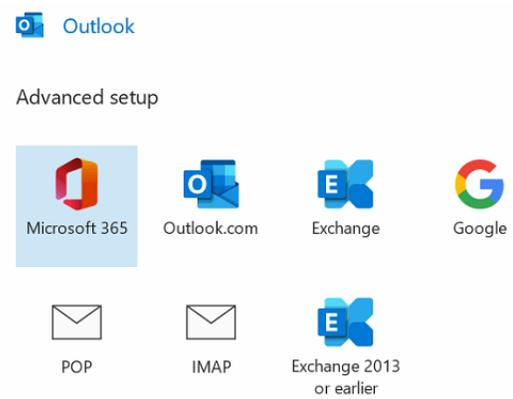


In the Outlook account box, type in your "new" Equipment Transport email address

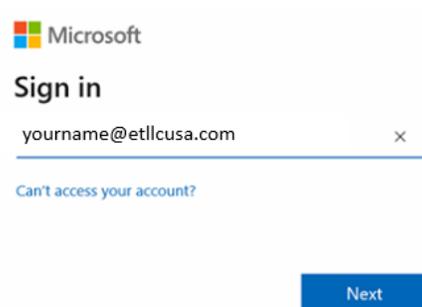
Your Equipment Transport email address is the same as your Pilot Water email was now ending in etllcusa.com



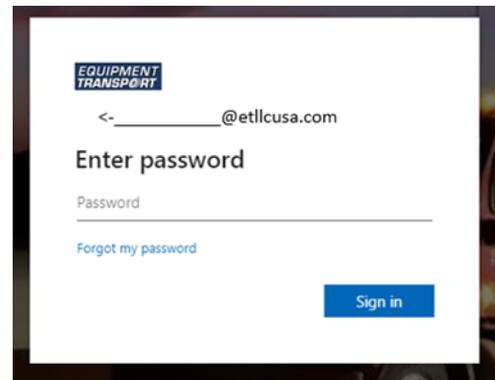
If prompted pick Microsoft 365



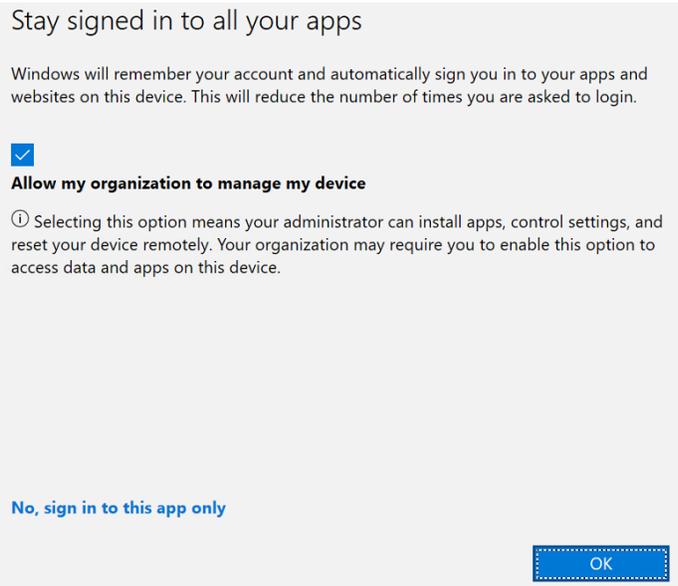
Make sure this is your email address and press Next



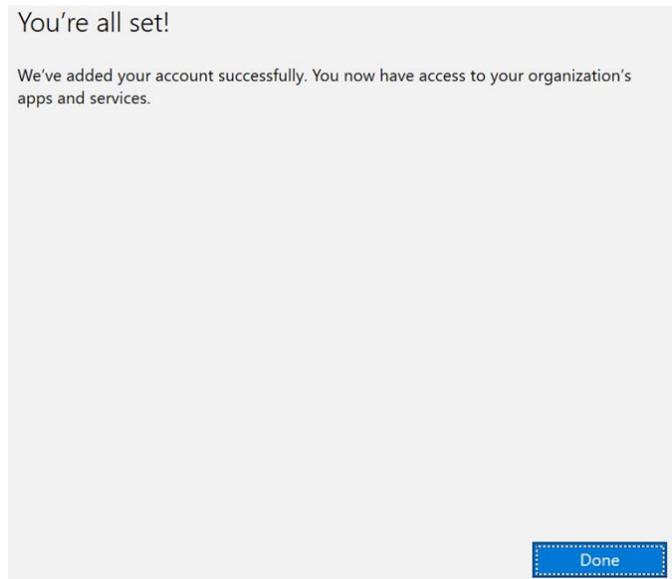
Type in your Password,  
This will be the same as your current password  
Then click the Sign in



Press OK



Click Done



If you get a something went wrong message, restart you PC and try to login to your new Equipment Transport address again.