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

You may need to click on the Magnify 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

Ø Mail	×
General	
The following profiles are set up on this computer	:
Outlook	
~	
Add Remove Properties Copy	
When starting Microsoft Outlook, use this profile:	
O Prompt for a profile to be used	
Always use this profile	
Outlook ~	
OK Cancel Apply	

No

Yes

Click Yes to confirm the deletion

Microsoft Outlook

Careful, if you remove this profile, offline cached content for its accounts will be deleted. <u>Learn how</u> to make a backup of the offline .ost files for the accounts.

Do you want to continue?

Press OK to close

(2) Mail	Х
General	
The following profiles are set up on this computer.	:
Outlook	
~	
Add Remove Properties Copy	
When starting Microsoft Outlook, use this profile:	
Prompt for a profile to be used	
Always use this profile	
Outlook \checkmark	
OK Cancel Apply	

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

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.



Click Done

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