



## How to remove your UWinnipeg Outlook Profile

Before removing your Outlook profile, please take note of the location of your **Outlook Archive** if you have one setup. See How to find your Outlook Archive Location Document.

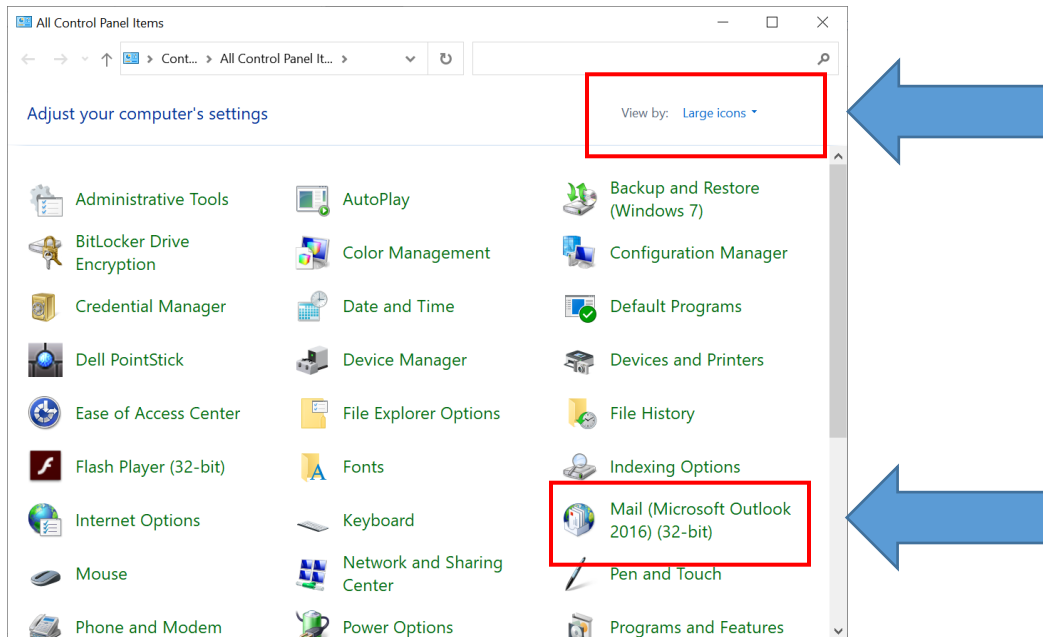
### How to remove your Outlook Profile

Bottom left corner, in the search field type **Control Panel**, it will be displayed under Best match.

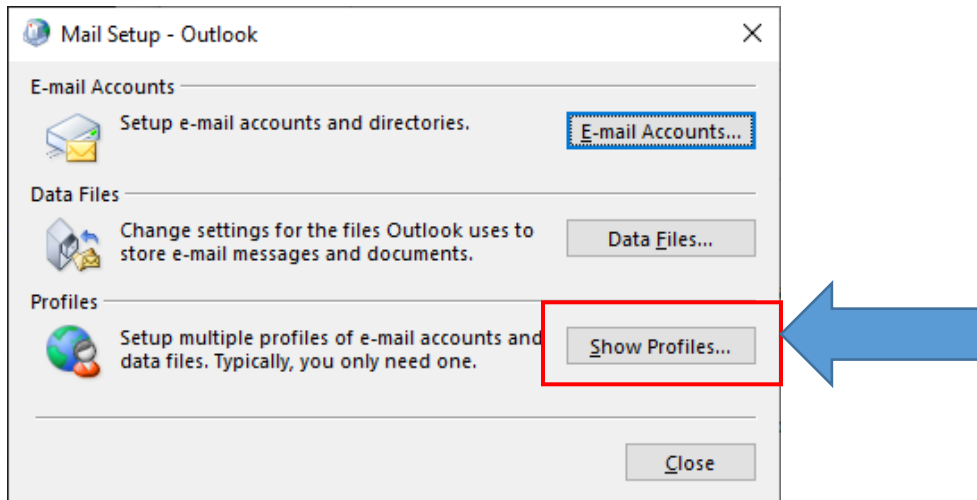
Click on **Control Panel**

Top right-hand corner, click on **View by:** and change it to **Large Icons**

Now locate and click on **Mail (32-bit)** or **(Mail Microsoft Outlook 2016) it may be similar**

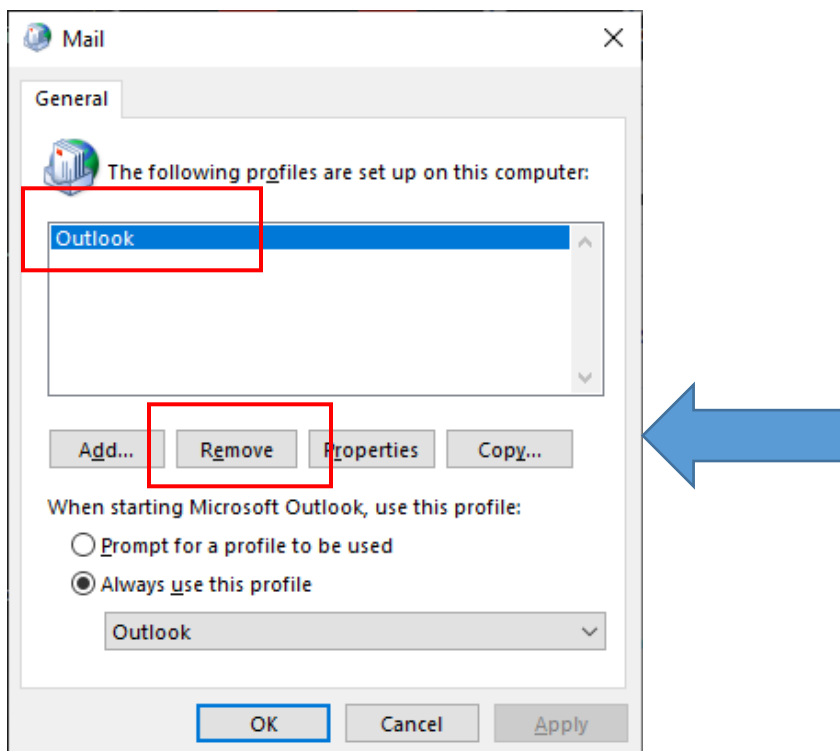


Click on **Show Profiles**



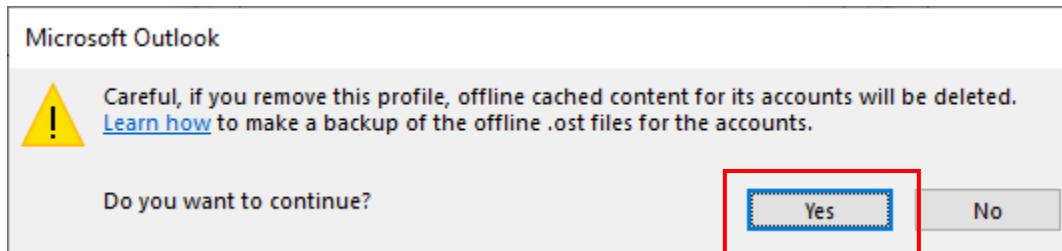
Click on your **Profile**, in this case it is called **Outlook**, yours may have a different name

Click on **Remove**





Click on **Yes**



Click on **OK** to close the open window

