Setting Default Mail Profile

(Outlook Will Automatically Load Without the Need to Choose a Profile)

This tutorial will show you how to set your default mail profile for Microsoft Outlook and set it to automatically load instead of prompting you to choose everytime.

**Windows 7**

1. Click the start button.
2. Click Control Panel.

**Windows XP**

1. Click the start button.
2. Click Control Panel.
Click the **Start Button** located on your taskbar, see **Arrow 1** above.

Once the start menu displays on your screen, locate and select **Control Panel** (See **Arrow 2**).

**Windows 7**

- **Category**
  - **Large icons**
  - **Small icons**

**Windows XP**

- **Switch to Classic View**
If your control panel looks like either of the above, you will have to change the view in order to see all of your control panel items.

- In Windows 7, click the View By drop-down arrow (Arrow 3), then choose Small Icons (Arrow 4).
- In Windows XP, click Switch to Classic View (Arrow 3).

Windows 7

Once all of your control items appear, open Mail or Mail(32-bit).
In **Windows 7**, click **Mail** or **Mail(32-bit)**. See **Arrow 5** Above.

In **Windows XP**, double-click **Mail** or **Mail(32-bit)**. See **Arrow 4** Above.

![Mail Setup dialog](image)

> Once the **Mail Setup** dialog appears, click on **Show Profiles** (Arrow 6).
Once the Mail dialog box appears, select the **Always use this profile** radio button (Arrow 7).

From the pull-down menu, choose the **Auburn** profile, or whichever one you have been using to access your email through Microsoft Outlook. See Arrow 8.

Click **Apply** (Arrow 9).

Click **OK** (See Arrow 10).