**Setting Up Your Department Mailbox As a Separate Profile in Outlook For Sending Mail Merges**

1. Click the start menu and type in “Control Panel”. Click on the first result.
2. Click in the top right box where it says “Search Control Panel” and type in “Mail”. Click the result on the left.
3. Click the “Show Profiles” Button then click Add.

4. Create a name for the profile such as the name of the department mailbox and then click ok.
5. In the email address field type in the department email address. You will need to type in the email address in the CUNY format. Please reach out to the helpdesk for the mailbox name in the CUNY format. Leave the password fields blank and click next.

6. On the screen below type in your own CUNY username (e.g. firstname.lastname##@login.cuny.edu)
7. On the next screen, type in your CUNY username and password (e.g. firstname.lastname##@login.cuny.edu) and then click login. You will be prompted to complete your Multi Factor Authentication.

8. Click Finish on the screen below
9. Be sure to select “Prompt for a profile to be used” if it is not already selected and click OK.

10. The next time you open outlook you will be prompted to select which profile you would like to open.