

Re-profile Outlook for Mac

Last Modified on 14/10/2019 6:43 pm BST


If you use Outlook 2016 for Mac in more than one capacity, such as for your personal life and for work, you can set up Outlook to handle these different capacities by using profiles. A profile is associated with and stores a set of email messages, contacts, tasks, calendars, account settings, Scrapbook clips, and more.

Note: *In Outlook 2011 for Mac, profiles were called identities.*

The Outlook Profile Manager (previously called the Microsoft Database Utility) is installed as part of your Office installation, and it allows you to create new profiles, edit or delete profiles, and set your default profile. When you open Outlook, it always uses the default profile.

Add, change, or delete a profile

1. From Finder, open the **Applications** folder.
2. Ctrl+click or right-click **Microsoft Outlook**, and then select **Show Package Contents**.
3. Open **Contents > SharedSupport**, and then launch **Outlook Profile Manager**.
4. Do one of the following:

To	Do this
Create a new profile	Select the Create a new profile button  , and then enter a name for the new profile.
Rename a profile	Double-click the profile, and then enter a new name for the profile.
Delete a profile	Select the profile that you want to remove, and then choose the Delete the selected profile button  .
Change the default profile	Highlight the profile that you want, access Set the default profile  , and choose Set as Default . Restart Outlook for this change to take effect.

Note: After importing identities from Outlook for Mac 2011 to Outlook 2016 for Mac for Office 365, if you receive the error message, "*Your identity cannot be imported as you do not have sufficient permissions on your 2011 identity.*", see the Microsoft KB article, [Outlook for Mac for Office 365 – Permission error while Importing an Outlook 2011 Identity](#) .