

Creating a New Identity in Outlook Express

To create a new identity:

1. View the New Identity dialog box by using one of the following methods:
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 - On the File menu, point to Identities, and then click Add New Identity.
 - On the File menu, point to Identities, click Manage Identities, and then click New.
 - On the File menu, click Switch Identity, click Manage Identities and then click New.
2. In the Type your name box, type a name for the identity.
3. If you want to set a password for your identity, click to select the Require a password check box, type a password in the New Password and Confirm New Password boxes, and then click OK.
4. Click OK. If you want to switch to the new identity now, click Yes. Otherwise, click No, and then click Close.

Setup your email account under the new identity.

Switching Between Identities

To switch to a different identity when Outlook Express is already running:

1. On the File menu, click Switch Identity.
2. Click the identity that you want to switch to. If you set a password for the identity, type the password in the Password box.
3. Click OK. When you do so, Outlook Express automatically quits and restarts by using the identity you selected.