

# How to rename Outlook profile on Ace server?

**Meta Title:** How to Rename Outlook Profile on Ace Server?

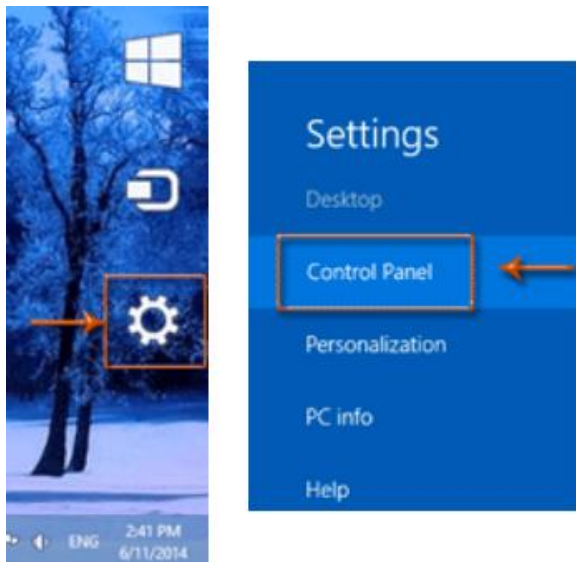
**Meta Description:** Step-by-step guide to rename Outlook profile on Ace server. Easily manage and update your Outlook profile name for improved organization.

On an Ace server, renaming an Outlook profile is a quick and easy operation that promotes better administration and organization. You can quickly change profile names, simplify administration, increase cooperation, and strengthen security.

Learn how to rename Outlook profile on Ace server by following the below steps:

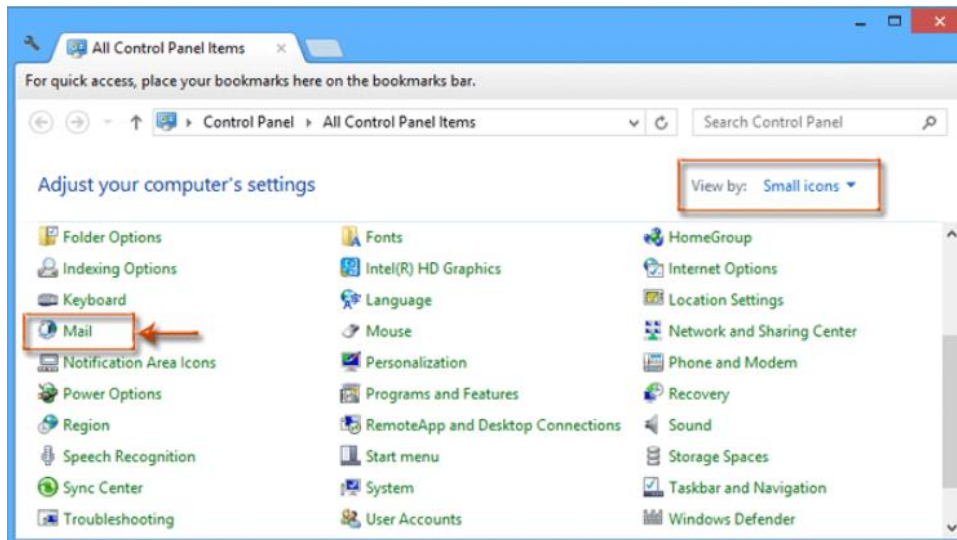
## Step 1: Access the Control Panel:

- a. **Windows 7:** Select Start from the Taskbar > **Control Panel** in the bottom-left corner.
- b. **Windows 8:** Swipe in from the right edge of the screen, select **Settings**, and then select **Control Panel**.

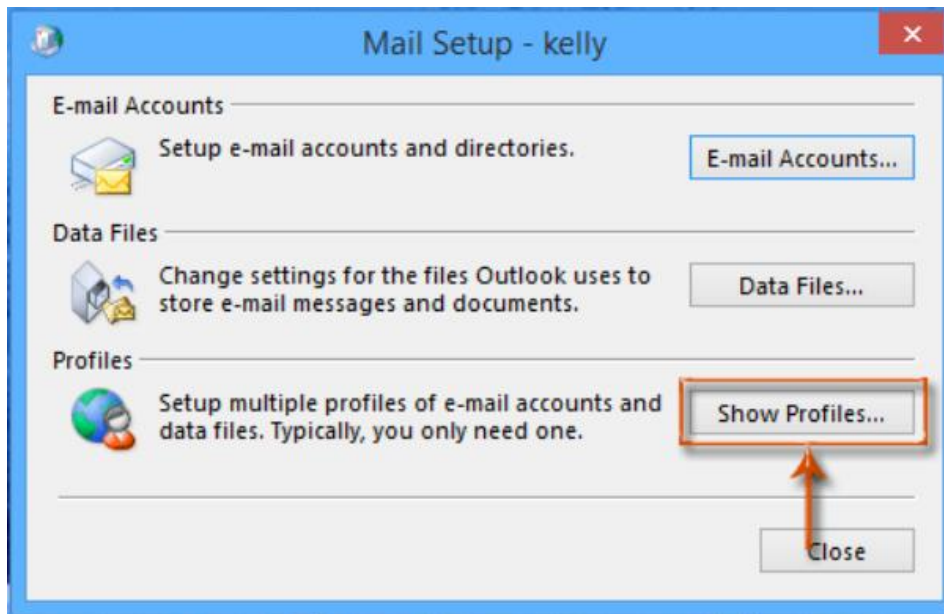


## Step 2: You are now in the Control Panel.

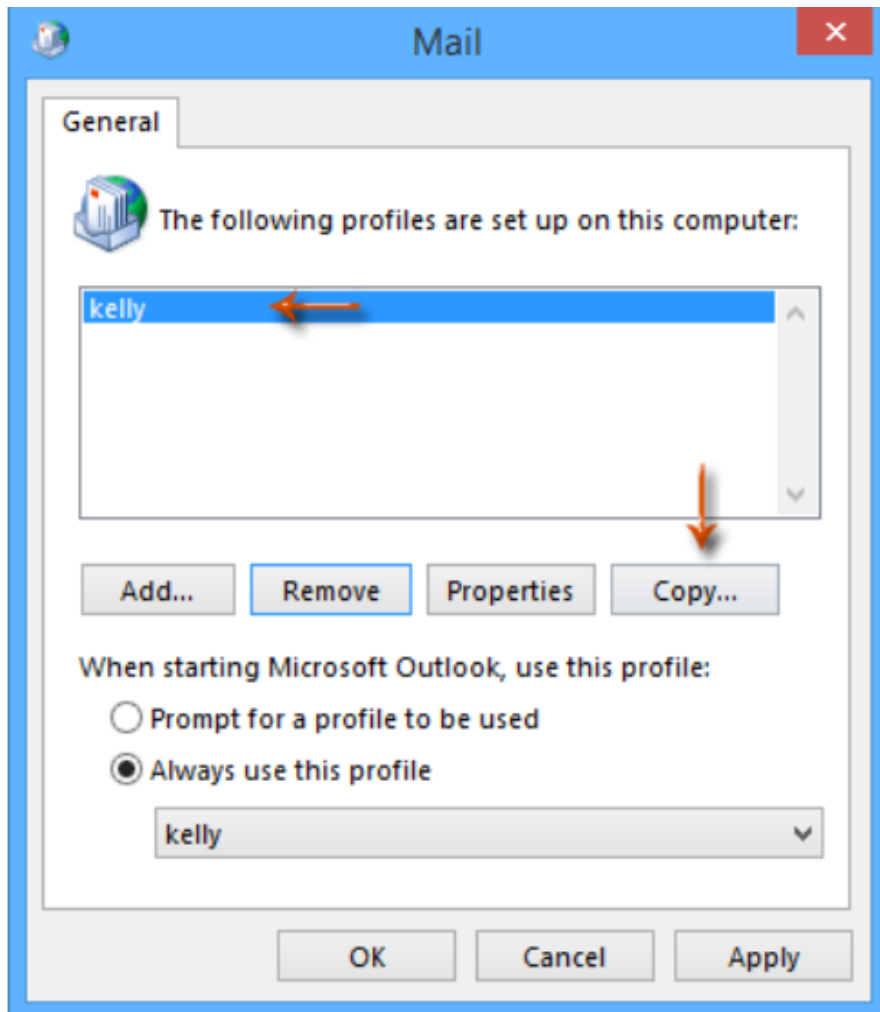
- a. Click the text next to **View by** to switch the view mode. Then choose **Small icons** or **Large Icons** from the drop-down menu,
- b. Click the **Mail** icon.



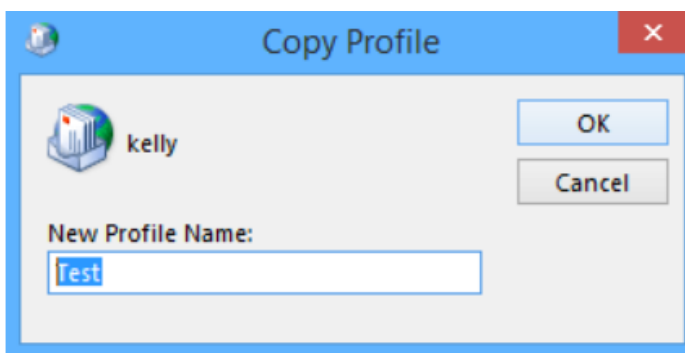
**Step 3:** Click the **Show Profiles** button in the ensuing **Mail Setup** dialogue box.



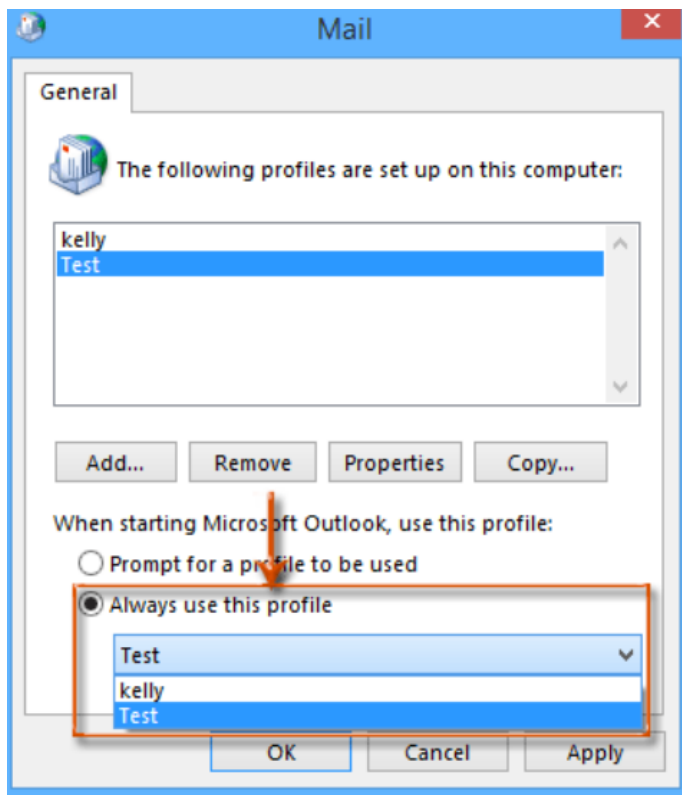
**Step 4:** Select the profile name to be changed by clicking on it, then click the **Copy** button.



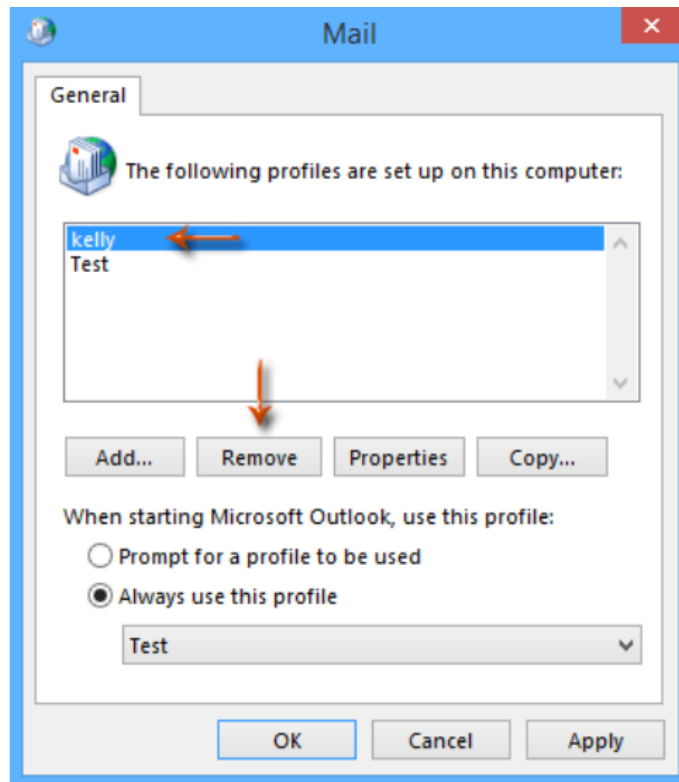
**Step 5:** Enter a new name in the **New Profile Name** box of the Copy Profile dialogue box that appears, then click the **OK** button.



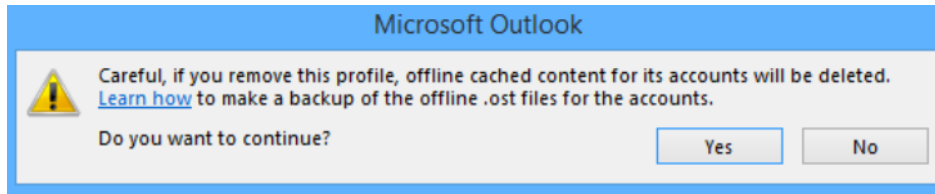
**Step 6:** This step is optional. Returning to the **Mail dialogue box**, you now check the Always use this profile box, click the box next to it, and then choose the new profile name from the drop-down menu.



**Step 7:** After selecting the original profile name with your mouse, click **Remove**.



**Step 8:** Then a caution dialogue box appears, press **OK** there.



**Step 9:** Exit the Control Panel by selecting **OK** in the Mail dialogue box.  
Your Microsoft Outlook profile name has already been changed thus far.

### **Benefits:**

Here're the 3 benefits of renaming Outlook profile on Ace server:

- **Efficiency in Organization:** Renaming the Outlook profile enables improved user profile organization, making it simpler to find and manage certain profiles inside the Ace server environment.
- **User Customization:** By renaming the profile, users can make their Outlook preferences and settings more distinctive and user-friendly.
- **Clear Identification:** A renamed profile gives the user linked to it a name that is both clear and descriptive, making user management and administrative chores easier.

### **Conclusion:**

An Ace server's Outlook profile can be renamed to get the advantages of better organization, user customization, simplified administration and increased collaboration.

If you're still having trouble renaming Outlook profile on Ace server and need more help, feel free to contact us at +1-855-223-4887.