Add a second email account to Outlook

For workstations - Not for Outlook on the Web (OWA)



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Add a second email account to Outlook – Before you begin

BEFORE YOU BEGIN:

- To add a secondary email address to your Outlook email account **on a workstation**, you will need to be within the 'full' Outlook 365 email client and not Outlook on the Web (OWA).
- If you want VUMC email on your mobile device, download MDM first.
- To add a vanderbilt.edu account, please note that while the University is migrating email accounts to the cloud, adding an account may require additional steps, depending on if your account has been migrated. (Updated 04292020)
- Forwarding VU and VUMC email accounts will soon be discontinued.

1. Click File from the top left corner of your Outlook 365 email client.

2. Under *Account Information* click on the **Add Account** button.



Account Information



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3. Type in the email address that you want to add and follow the prompts. (See Figure A)

• Adding a vanderbilt.edu account? If your VU account isn't migrated to the cloud yet, click on Advanced options (see Figure B), then Exchange, and follow the prompts. (See Figure C)

Updated 04292020

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Email address	💽 Outlook	Α		
	Advanced options 🗸	Adva	inced opt	ions 🕶 🖪
	Outlook Advanced setup		C	
	Office 365 Outlook.com	Exchange Exchange 2013 or earlier	Google	

4. Click **Finish**, then **Close** and restart Outlook for the changes to take effect.

Outlook might ask for credentials when it starts. Pay close attention to which email address you provide credentials for. If the incorrect ID is already populated you will need to click **More choices**, then **Use a different account**, and enter the correct credentials for the email address you want to add.

Windows Security >		Windows Security	×
Aicrosoft Outlook		Microsoft Outlook	
		Connecting to first.last@vanderbilt.edu	
Connecting to first.last @vanderbilt.edu		User name	
ANDERBILT \VUMCID		Password	
		Domain: VANDERBILT	
Password		Remember my credentials	
Remember my credentials		More choices	
		VANDERBILT \VUMCID	
More choices		8 Use a different account	
ОК С	Cancel	OK Cancel	
		Cancer	

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When your second email address is added you should be able to see, and access, both email accounts from your VUMC Outlook menu on the left-hand side.

Just click on the arrow.

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File Home Send / Receive	e \
🖄 New Email 👻 🛄 Delete	~ E
∽Favorites	<
Inbox	39
Sent Items	
Drafts	[49]
Unread Mail	359
All Hands Meeting - Winter 2016	
Deleted Items 7	855
<pre>first.last@vumc.org</pre>	
first.last@vanderbilt.edu	

You can select which account to send *from* using the drop-down 'From' box when you send a new email.

File Format Text Message Options Insert ť'n В first.last@vumc.org From v first.last@vumc.org Send first.last@vanderbilt.edu Other Email Address... Bcc Subject

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