Add a second email account to Outlook

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

VANDERBILT UNIVERSITY
MEDICAL CENTER

Information Technology

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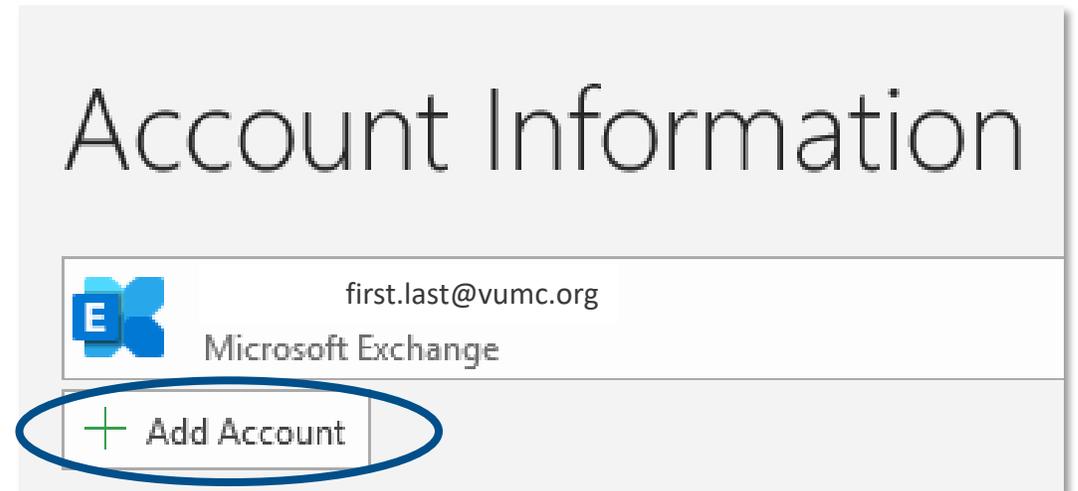
3. Type in the email address that you want to add and follow the prompts.   (See Figure A)

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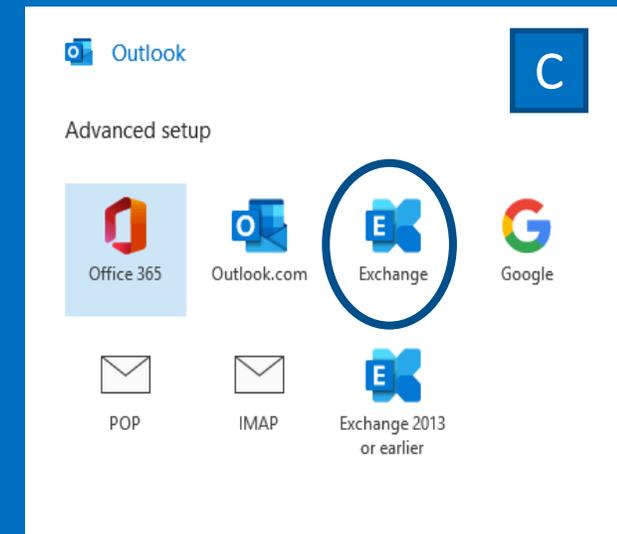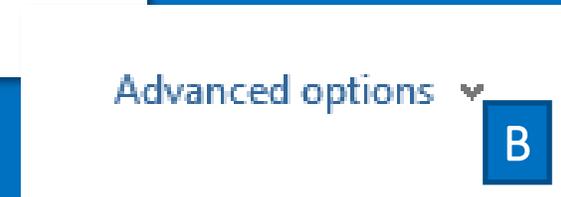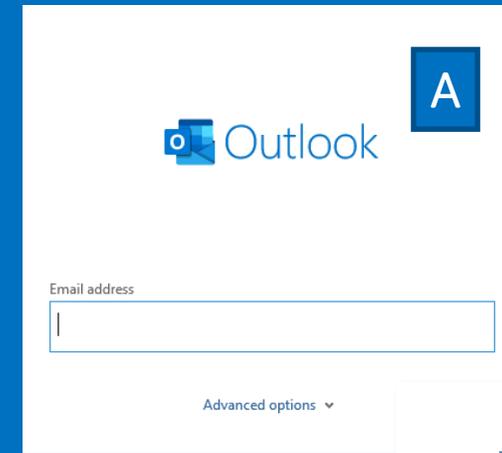
4. Click **Finish**, then **Close** and restart Outlook for the changes to take effect.

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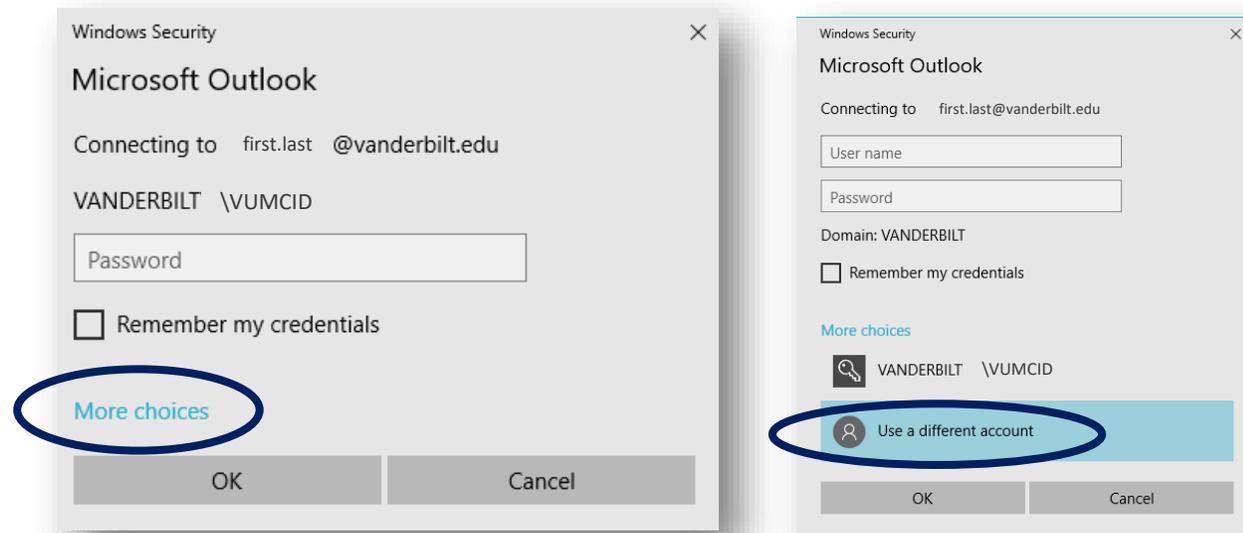
When your second email address is added you should be able to see, and access, both email accounts from your VUMC Outlook menu on the left-hand side.

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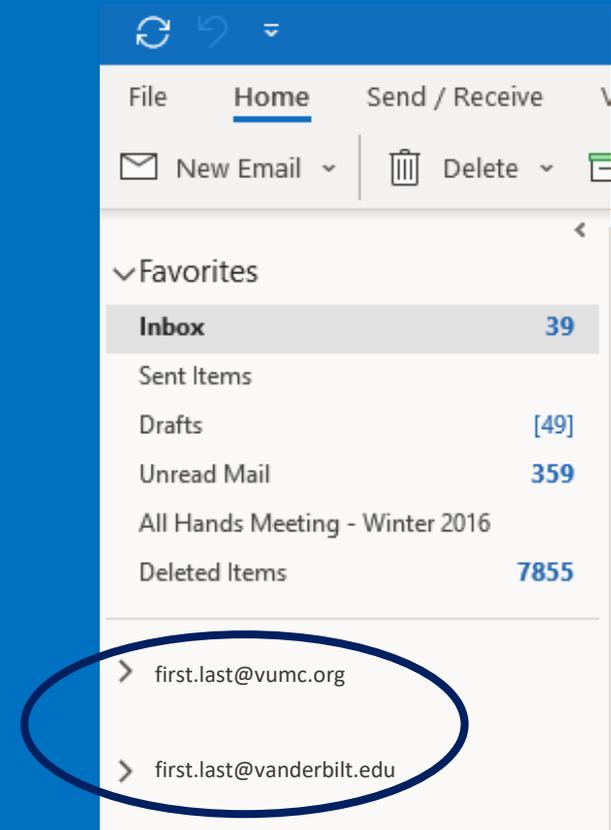
You can select which account to send *from* using the drop-down 'From' box when you send a new email.