

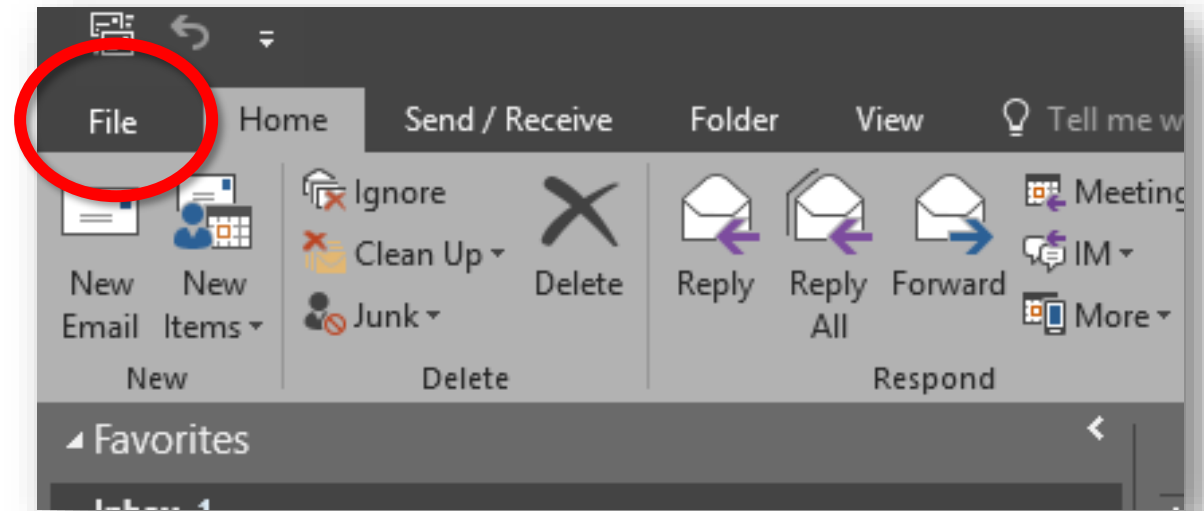
Adding a second email account to Outlook

Office Professional ProPlus 2016
NOT Online subscription version

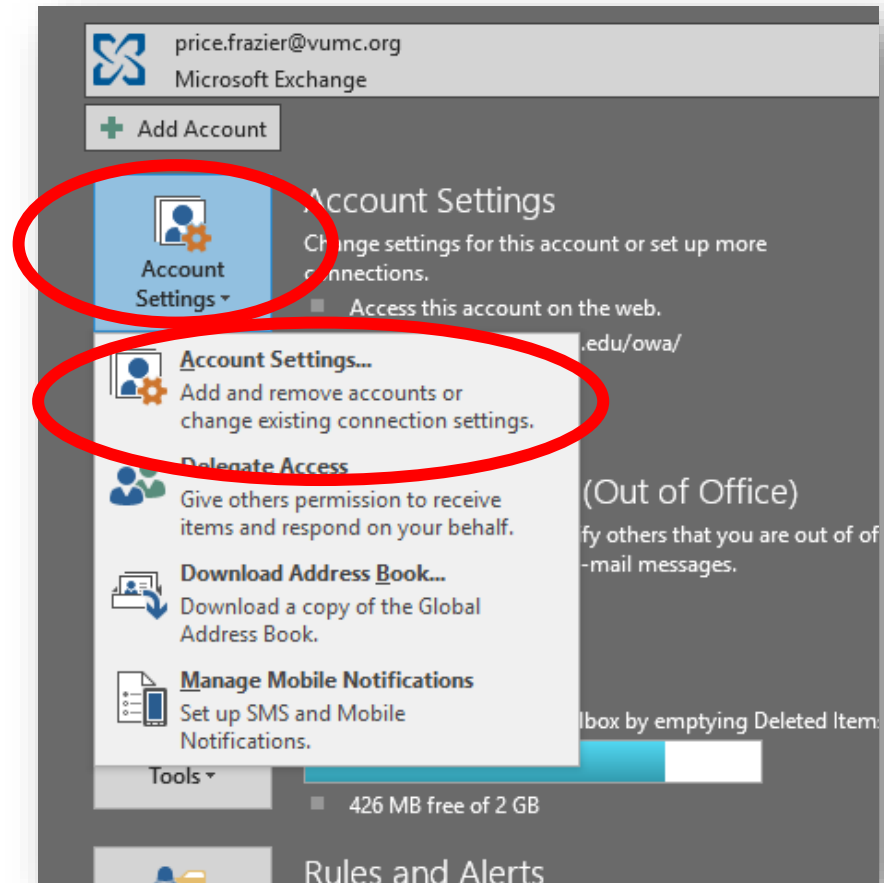
VANDERBILT  UNIVERSITY
MEDICAL CENTER

Information Technology

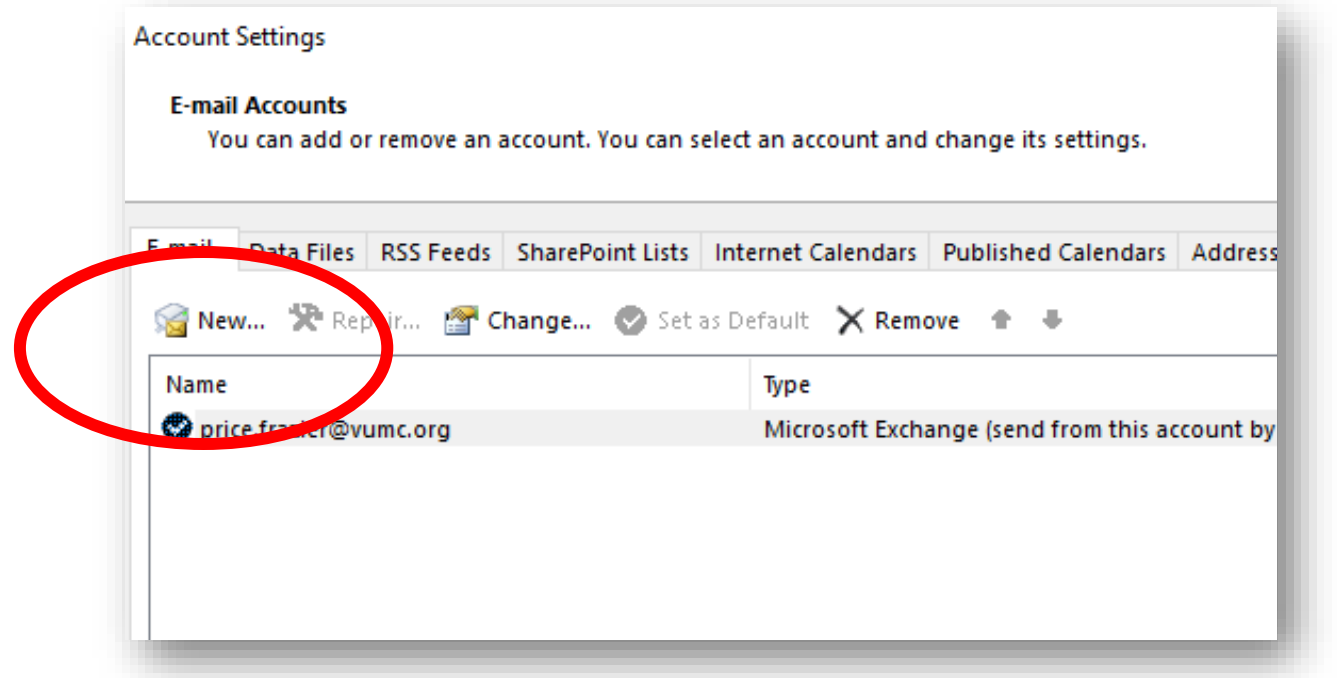
1. Click **File** in Outlook client.



2. Click **Account Settings**, then **Account Settings** again.



3. Click **New** on the screen that appears.



4. Enter email address **Only** on following page. Do not fill out the other fields. Click **Next**.

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

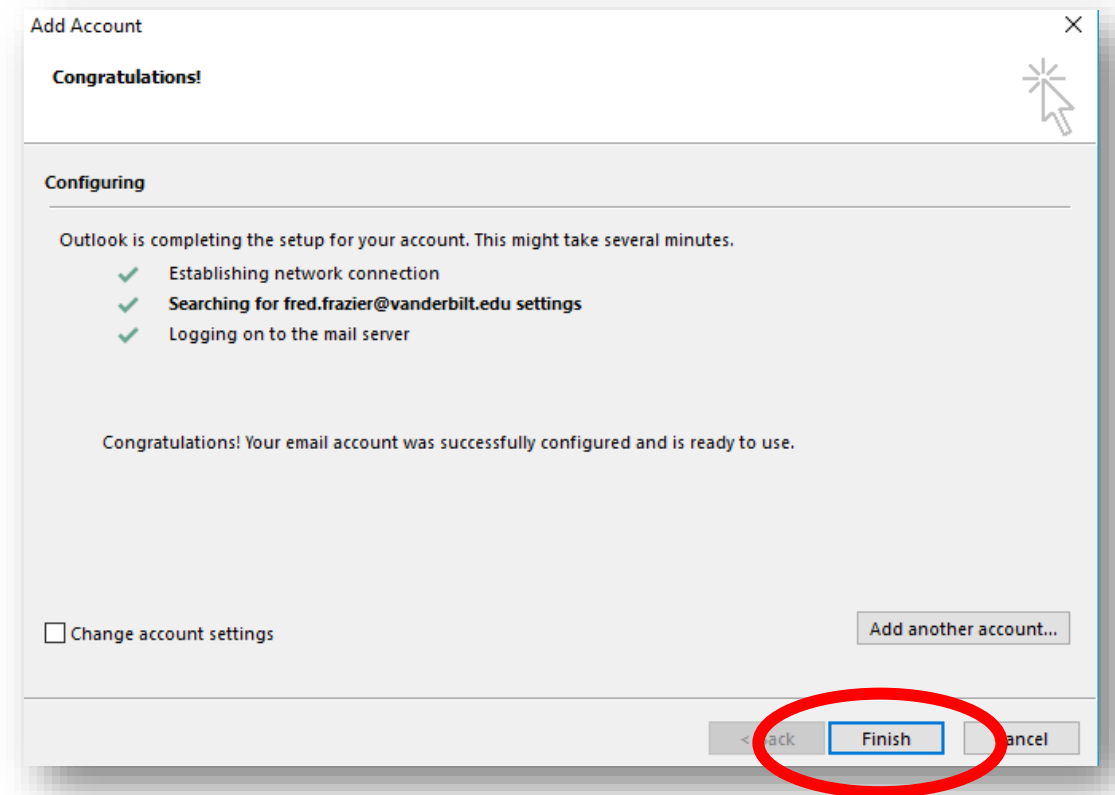
Password:

Retype Password:
Type the password your Internet service provider has given you.

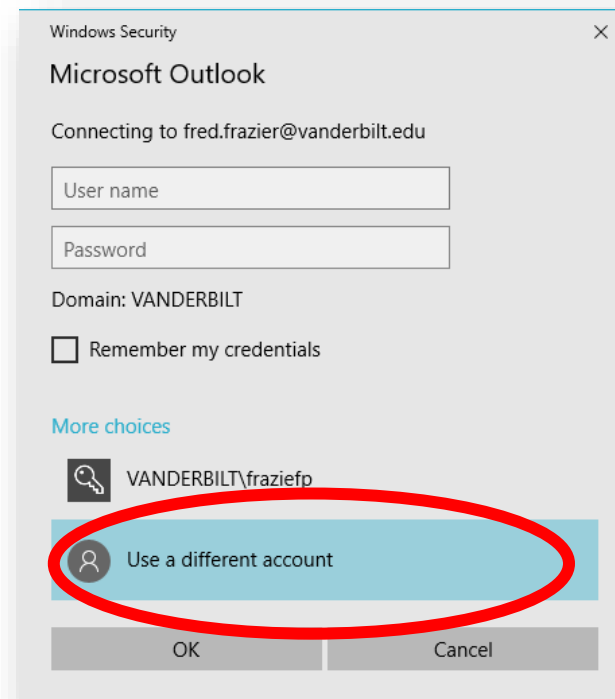
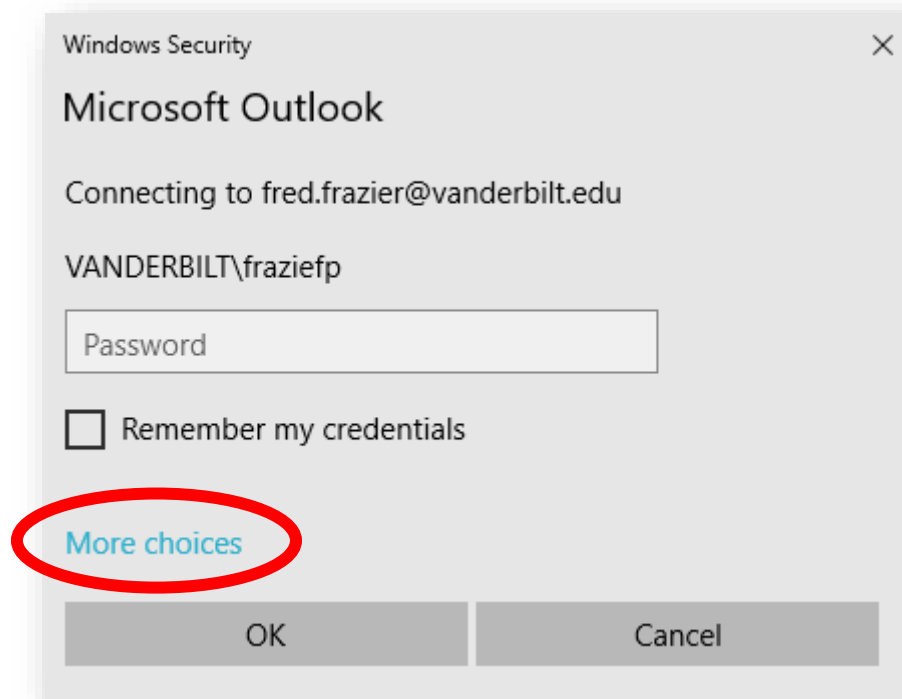
Manual setup or additional server types

< Back Next >

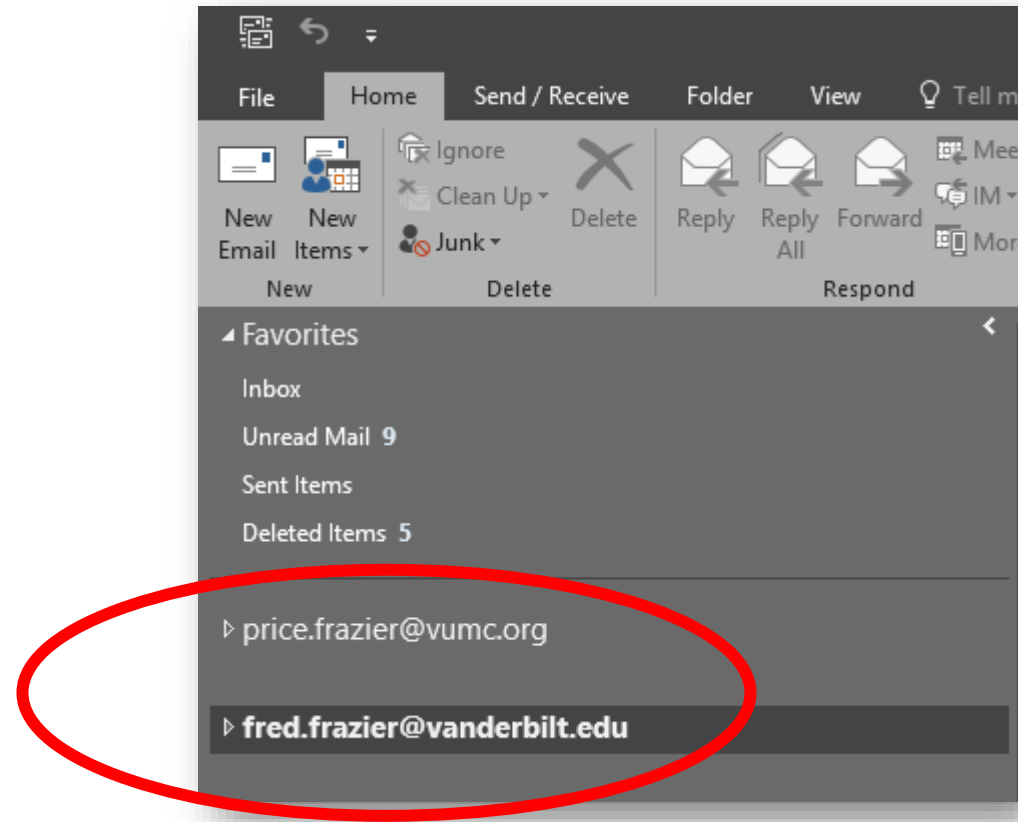
Your account should be added. Click **Finish, Close,** and then restart Outlook.



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



Once added you should be able to see, and access, both email accounts.



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

