

How to add your @vandebilt.edu email account to Outlook Outlook 2016 Office 365



- 1. Open OUTLOOK
- 2. Go to FILE, at the top left of your screen.
- 3. Click on the drop-down arrow under ACCOUNT SETTINGS. Select ACCOUNT SETTINGS



4. Under the EMAIL tab, click on NEW



5. Enter the email address you are trying to add, and then click CONNECT

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Welcome to Outlook	
Enter an email address to add your account.	
i <mark>onathan.himax@vanderbilt.edu</mark> Advanced options ∀	_
Connect	

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6. You will receive a pop-up to enter your credentials.



7. To enter your **VUNETID** and **PASSWORD**, click **MORE CHOICES.** You will receive another pop-up to enter your credentials.

Adding jonathan.himax@vanderbilt.edu
We're getting things ready
Windows Security X
Microsoft Outlook
Connecting to jonathan.himax@vanderbilt.edu
jonathan.himax@vanderbilt.edu
Password
Remember my credent us
More choices
OK Cancel

8. Enter your **VUNETID** and **PASSWORD** that is tied to the email address you are trying to add.



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9. You will receive the below pop-up, when you successfully enter the correct credentials. Click **OK** and your email will appear in Outlook.

Adding jonathan.himax@vanderbilt.edu					
Account s	setup i	's cor	nplete		
	ОК				
Set up	Outlook Mobile on	my phone, too			