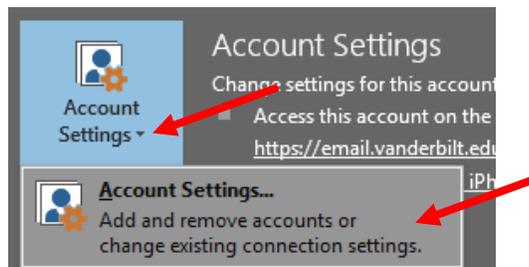


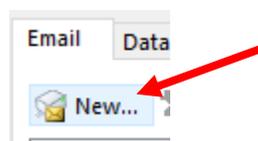
## How to add your @vanderbilt.edu email account to Outlook Outlook 2016 Office 365



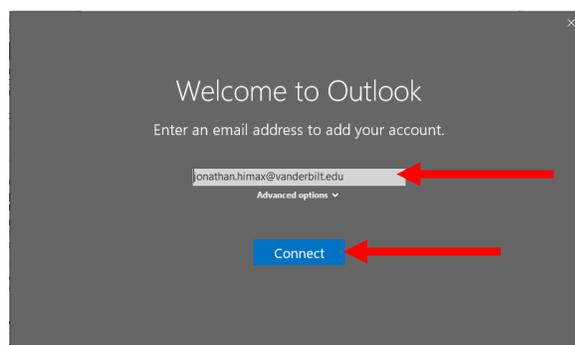
1. Open **OUTLOOK**
2. Go to **FILE**, at the top left of your screen.
3. Click on the drop-down arrow under **ACCOUNT SETTINGS**. Select **ACCOUNT SETTINGS**



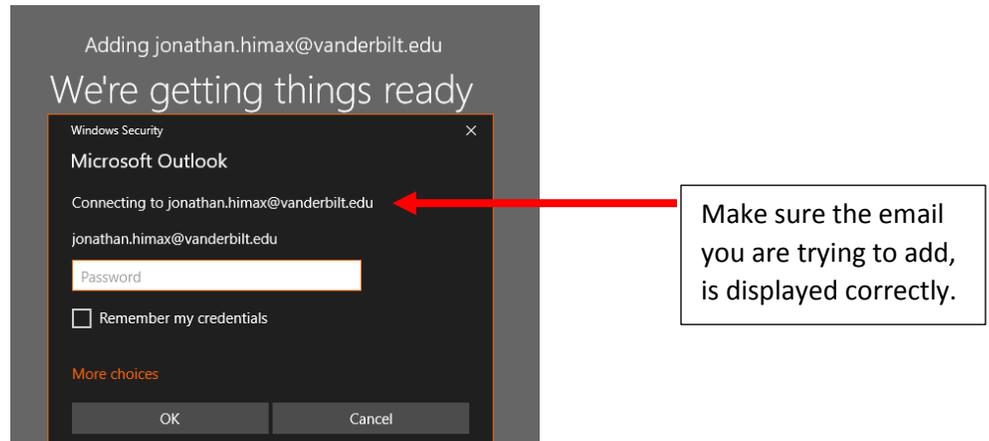
4. Under the **EMAIL** tab, click on **NEW**



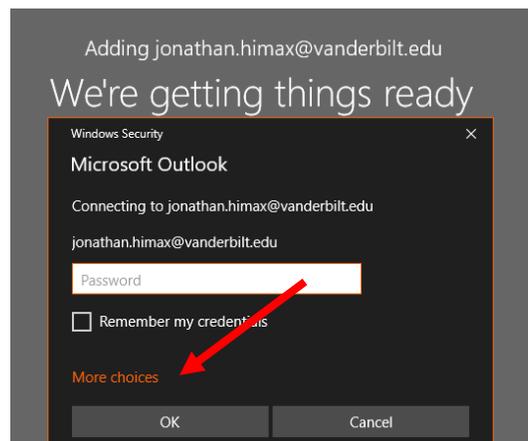
5. Enter the email address you are trying to add, and then click **CONNECT**



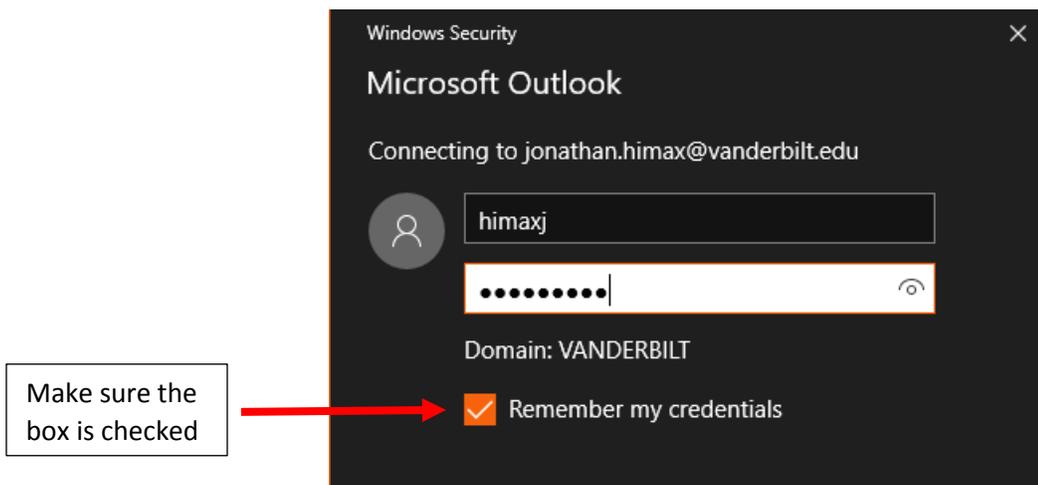
6. You will receive a pop-up to enter your credentials.



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



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



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

