

Add a second email account to Outlook

For iOS and Android devices

VANDERBILT  UNIVERSITY

MEDICAL CENTER

Information Technology

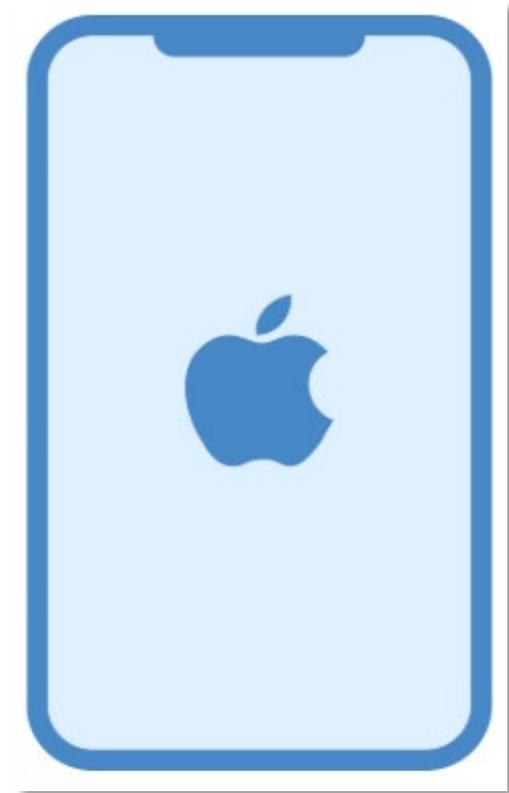
Add a second email account to Outlook – Before you begin

BEFORE YOU BEGIN:

- 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)
- Account forwarding between VU and VUMC will soon be discontinued.
- [Add a second email account to Outlook for iOS](#)
- [Add a second email account to Outlook for Android](#)

Add a second email account to Outlook – iOS

1. Go to your VUMC email and open app **Settings** from the bottom toolbar.
2. Select **Add account**, beneath Accounts.
3. Follow the steps to add your new account credentials.



Add a second email account to Outlook – Android

1. Go to VUMC email and click **Settings**.
2. Tap on **Add account**.
3. Enter your account information and follow the prompts.

If you are adding a VU account, you could experience an issue with your account's administration. If you have an issue adding your VU email account, contact VUIT at 615-343-9999.

