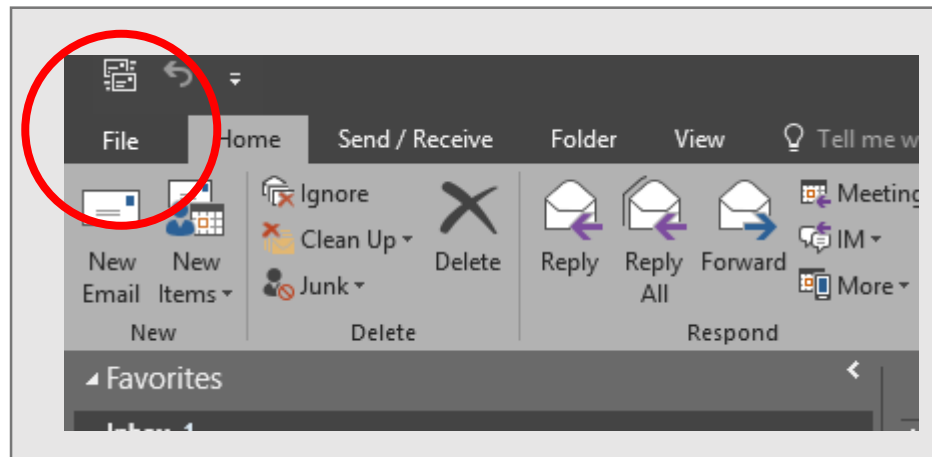# Adding Secondary Email Account to Outlook

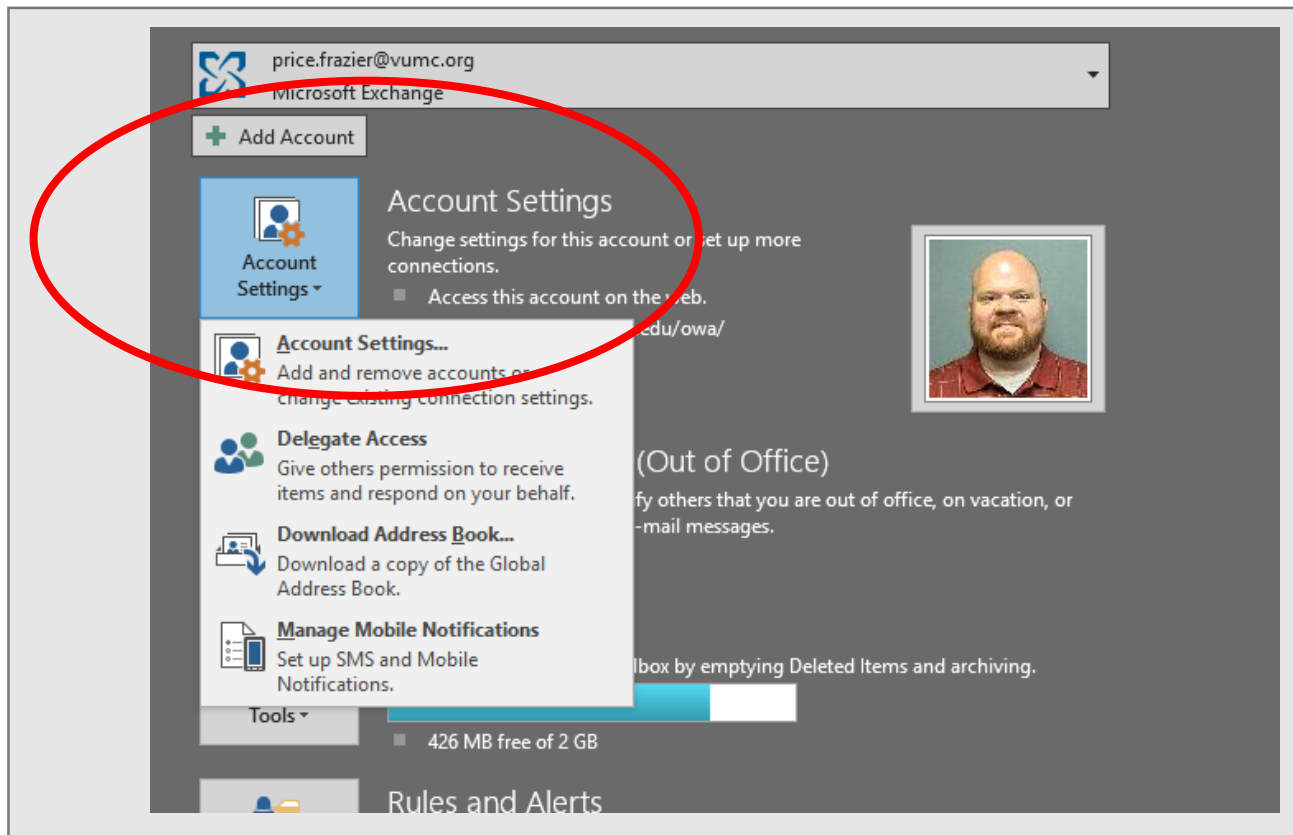## Office Professional ProPlus 2016
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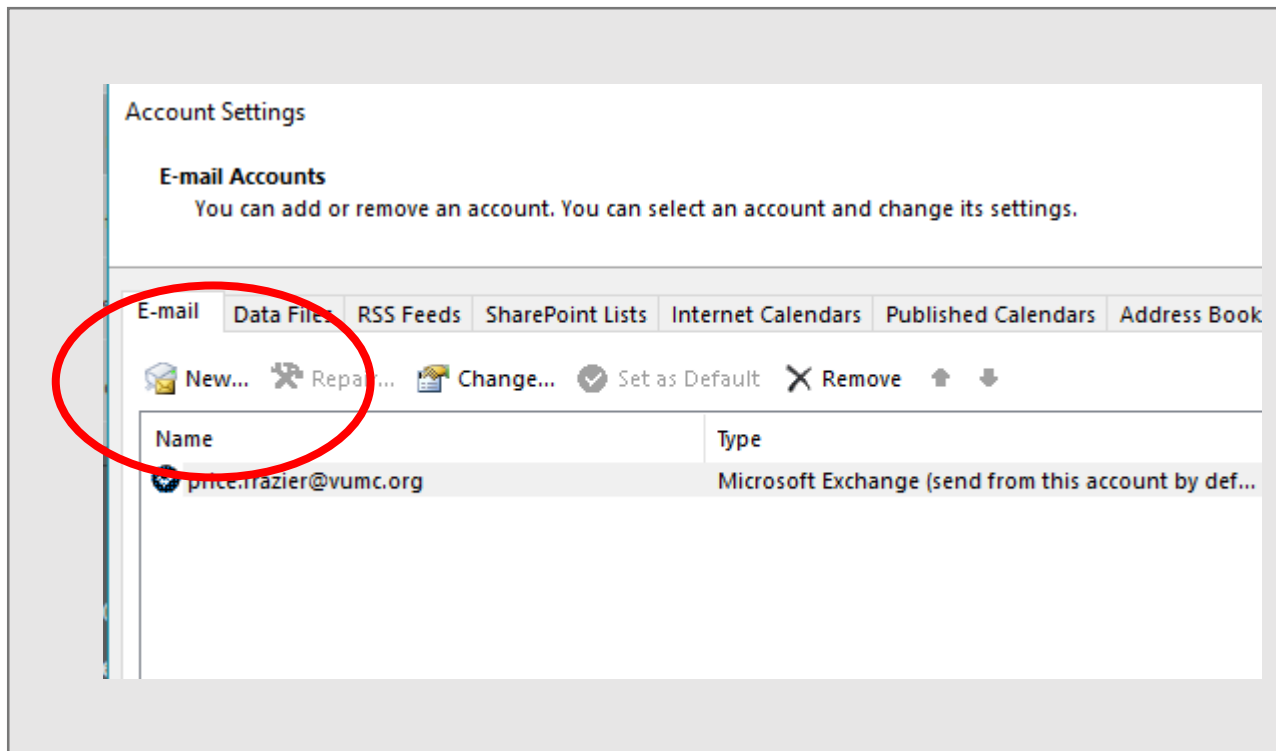
Information Technology

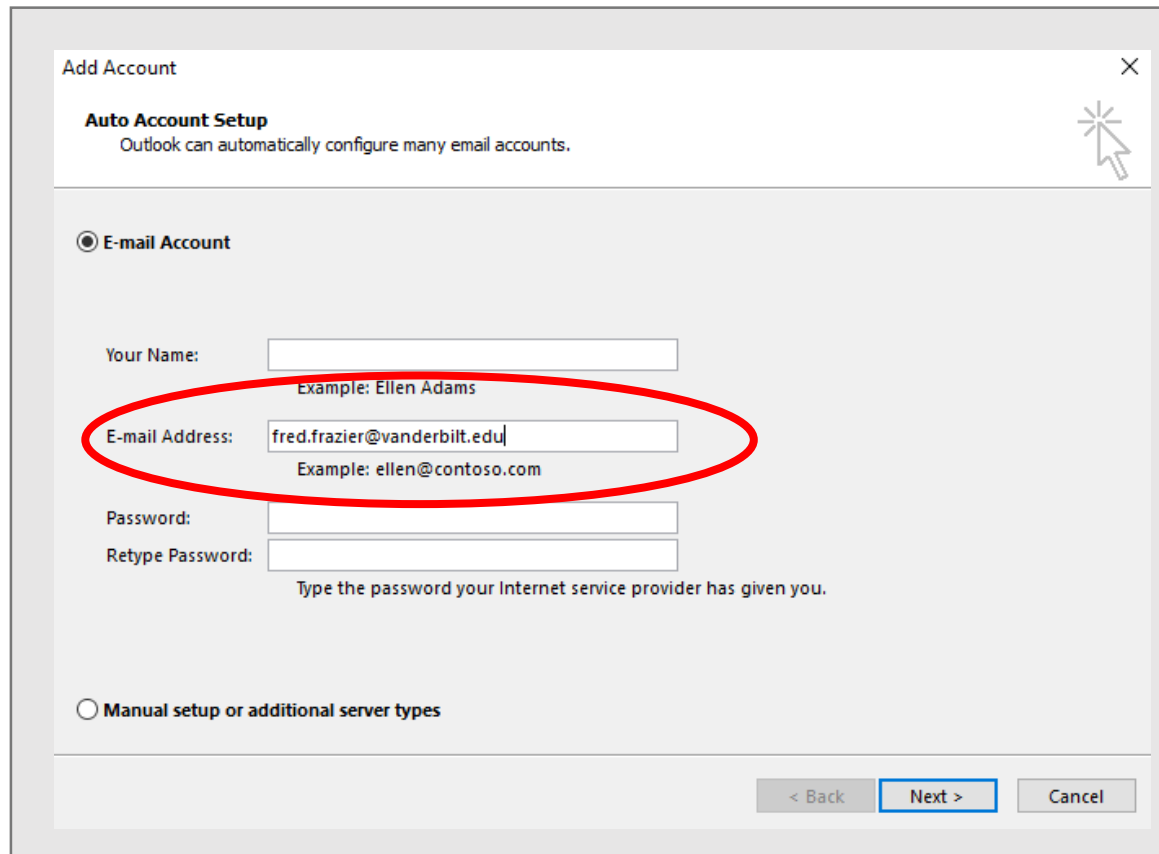# 1. Click **File** in Outlook

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

3. Click **New** on the following pop-up

4. Enter @vanderbilt.edu email address **ONLY** on following page and click **Next**

5. Your account should be added. Click **Finish.** Close and restart Outlook
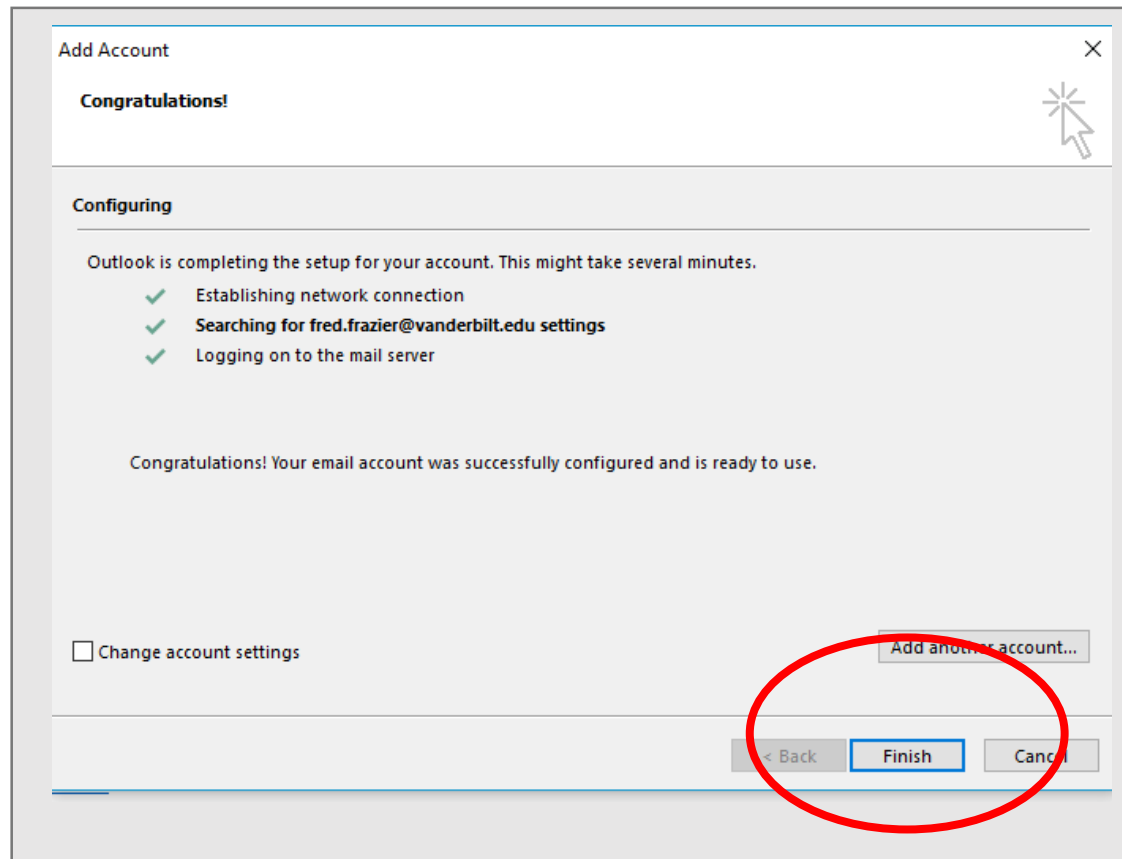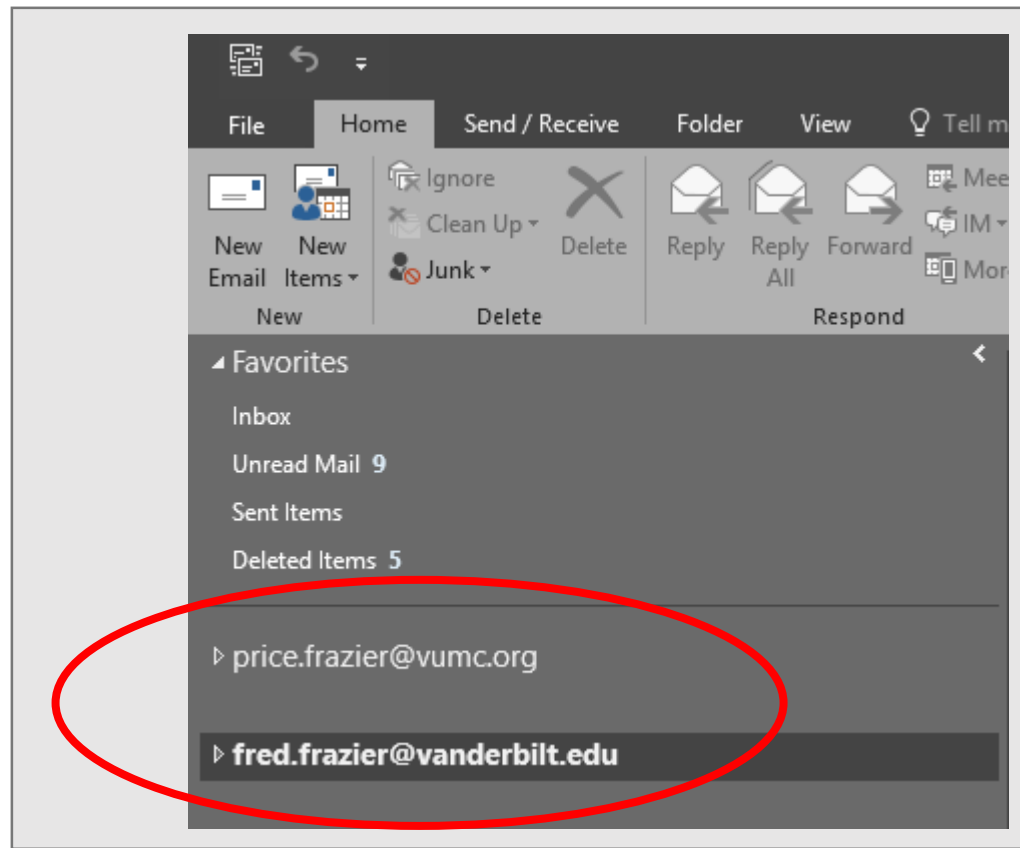
6. Outlook might ask for credentials when it starts. **Pay close attention to which address it is asking credentials for.** If the incorrect ID is already populated, you will need to click **more choices**, then click **use a different account**, and enter correct new VU VUnet ID and password for address.
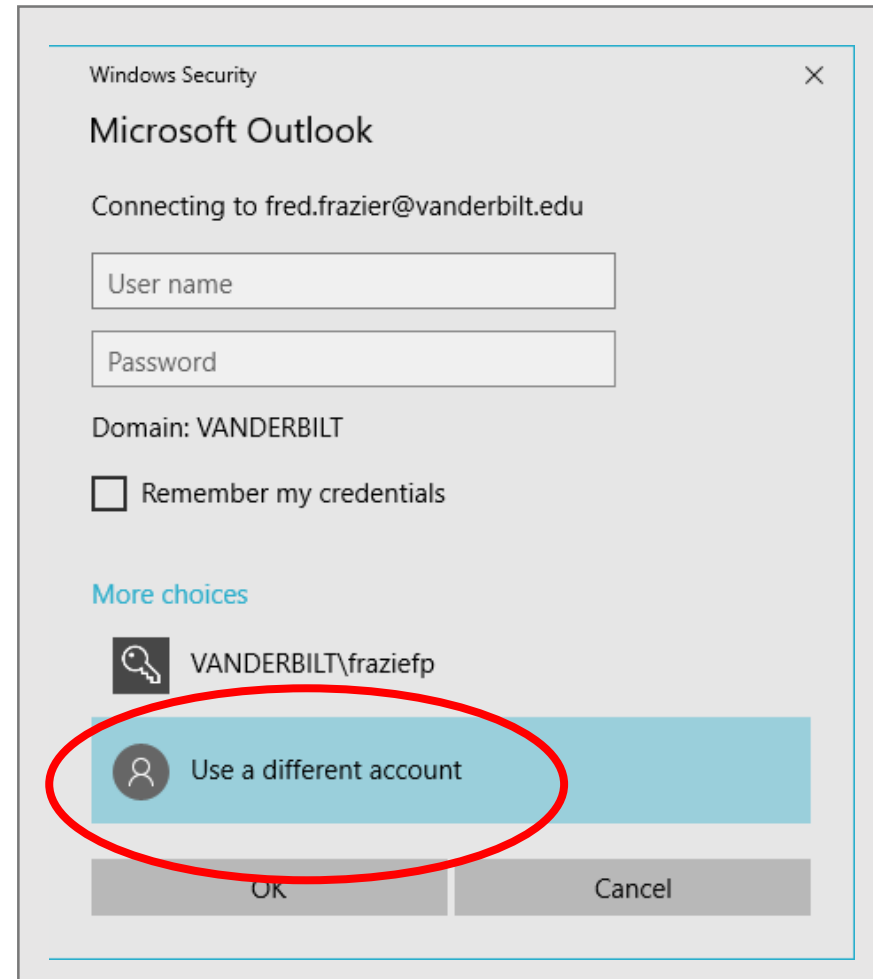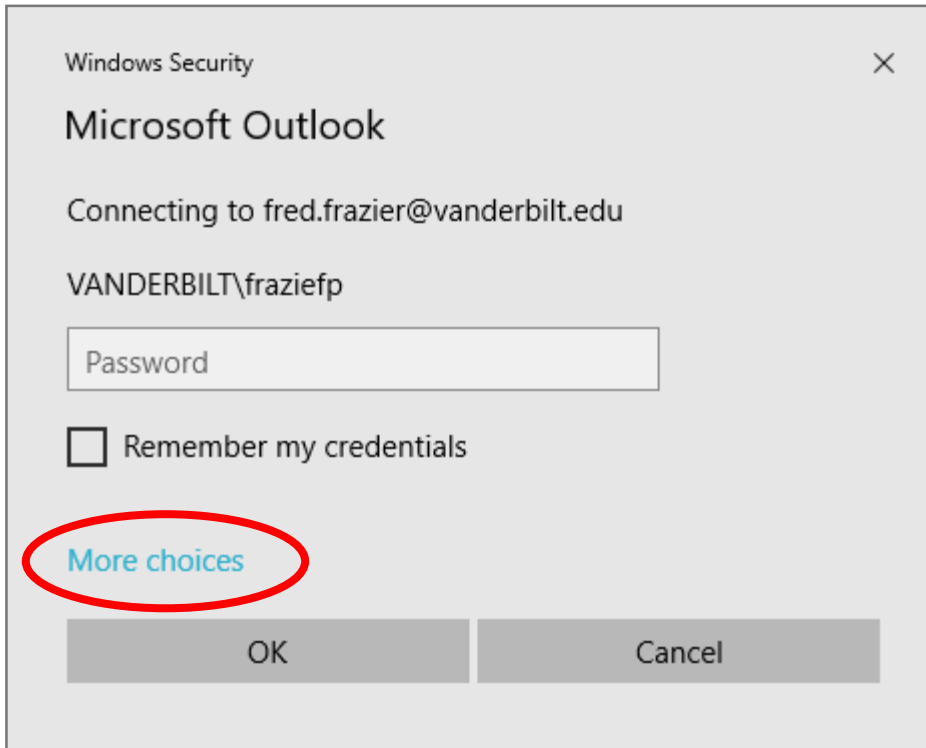
7. Once added, you should be able to see and access both mailboxes

8. Once you have selected to send a new email, you can select which account to send from using the drop down box adjacent to the **From** field