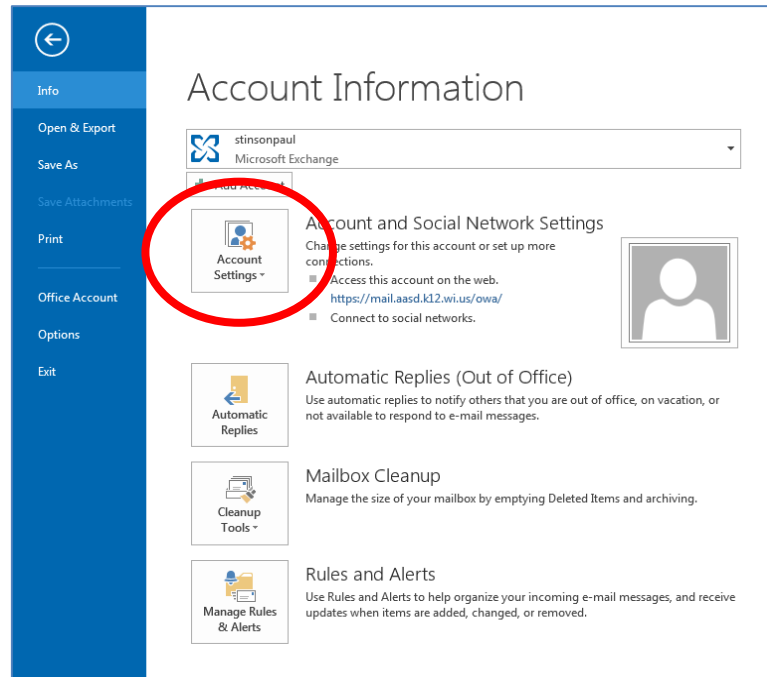
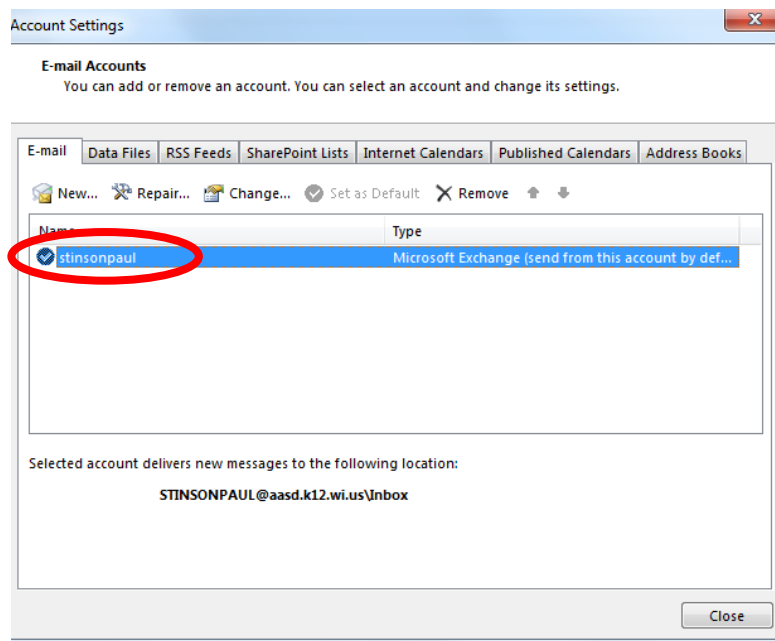


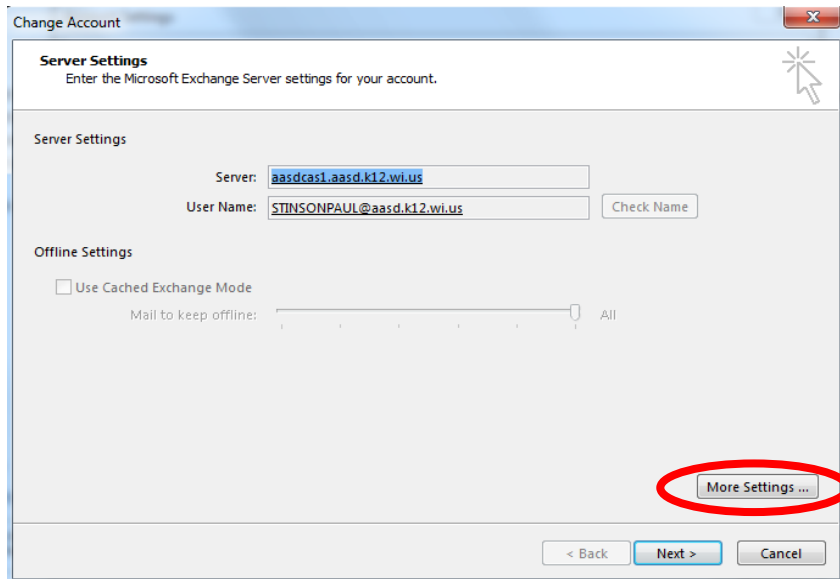
1) Click on File > Account Settings.



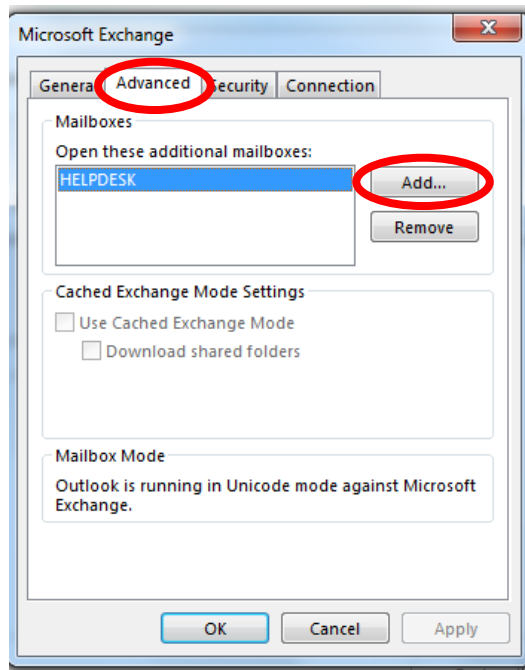
2) Double click on your account name.



3) Choose “More Settings”.

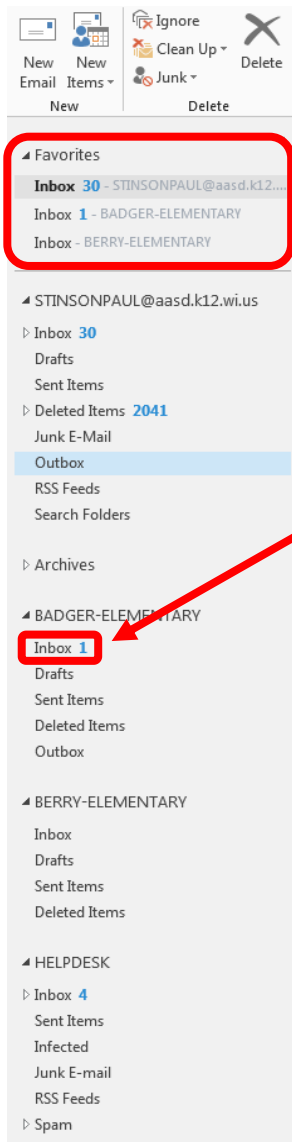


4) Select the “Advanced” tab and click “Add” button. Type in the email address of account to be added and “Apply” changes.



5) Relaunch Outlook and you will have access to the new account on the left hand side of the screen in the “Folder Pane”

a. Note: If you use a lot of folders to organize email, please scroll to the bottom of the pane to find your newly added account.



TIP: To easily monitor incoming mail in multiple accounts, you can add several inboxes to your Favorites!

Right click on the inbox and choose “Show in Favorites”

