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HOW TO

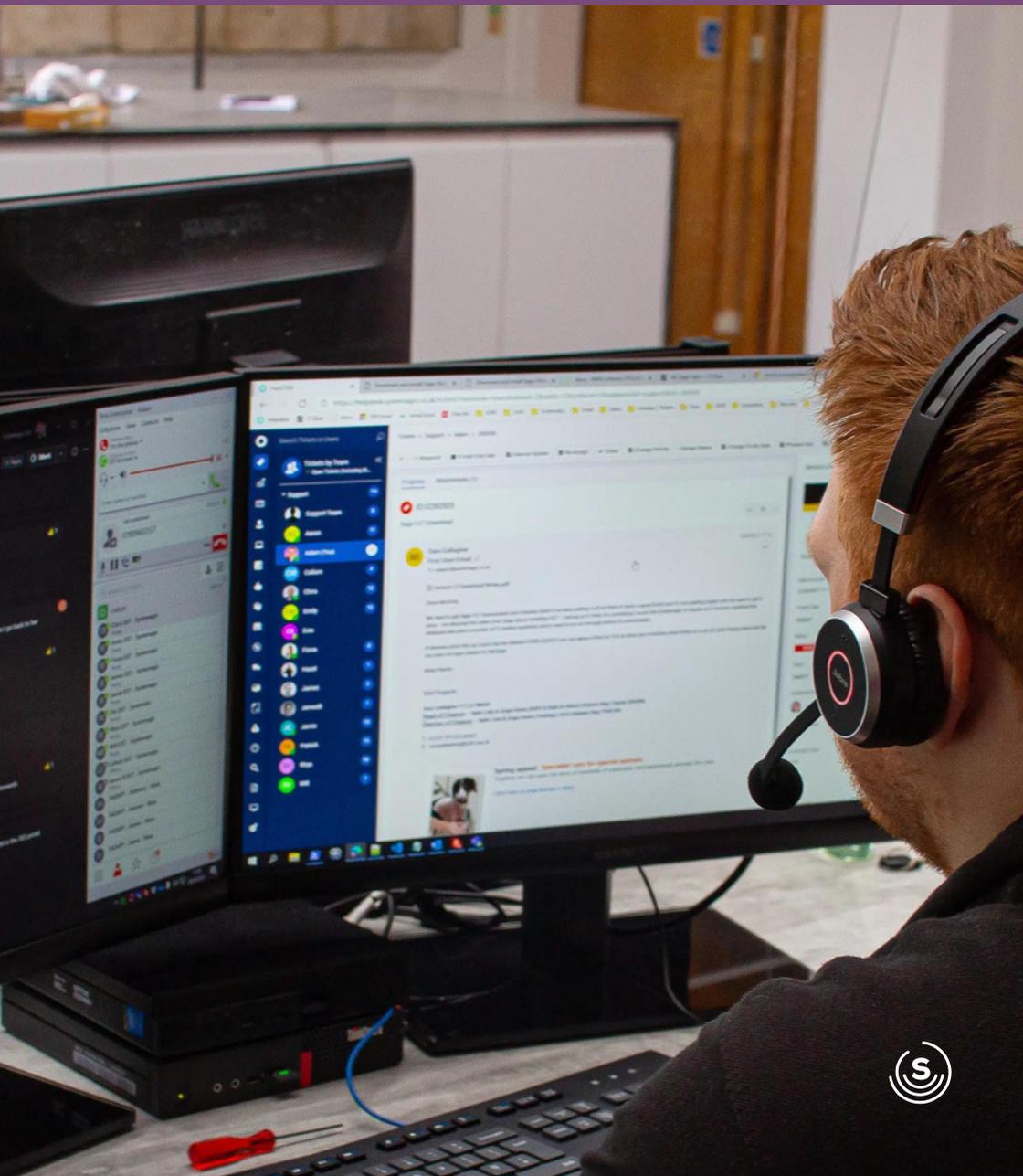
# ADD A SECOND EMAIL ACCOUNT TO OUTLOOK

**A SIMPLE GUIDE**



# About This Guide

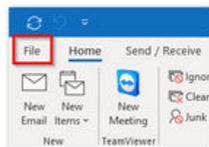
In this guide, we will show you how to add additional emails to Outlook on both Windows and Apple machines.



# Windows Machines

## Step 1

To start, open the Outlook app on your machine and click 'File' in the top-left. Then click 'Account Settings' and 'Account Settings'!



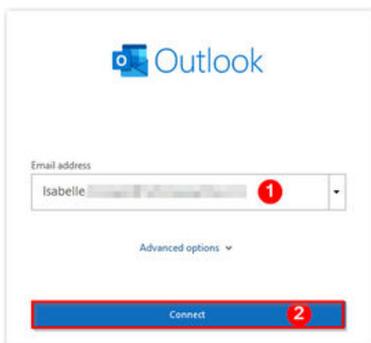
## Step 2

A new window will open showing the current email addresses on your mail profile. To add another email address (specifically Microsoft 365), click new:

## Step 3

A box will appear, asking you for your email address.

Enter your email address and click 'Connect'.



## Step 4

A Microsoft 365 box should appear. If it doesn't, it may be hiding behind some currently open windows.

Click on the Outlook icon in the taskbar and it should reveal itself if it was hidden. From here, enter your email password and click 'Sign In'.

## Step 5

If the sign-in was successful, you'll be asked if you want the organisation to manage your device. As this feature isn't used, uncheck the box and click 'OK'.

## Step 6

You should then be notified that everything is complete.

Click 'Done', then close Outlook and reopen it.



## Step 7

On the left-hand list, you should now see your new mailbox.

Click the down arrow to expand it and you can see your inbox, sent items and folders.

Each mailbox works completely separately from each other.

So if you send an email from mailbox 1, it won't appear in mailbox 2 and vice versa.

If you have been given permissions to other mailboxes, they will also appear in the mailbox list.

## iMacs, MacBooks and Mac Minis

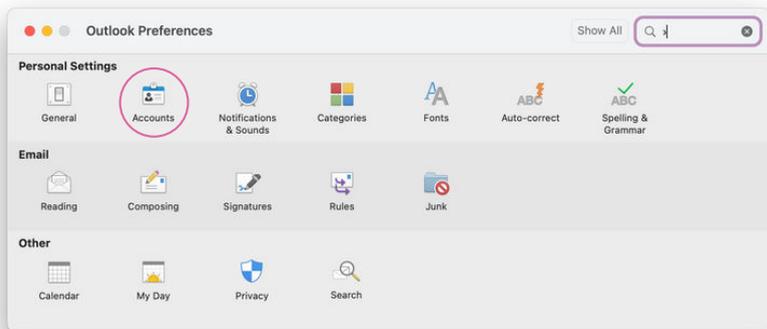
### Step 1

Open Outlook on your Mac and click 'Outlook' in the top-left and then preferences.



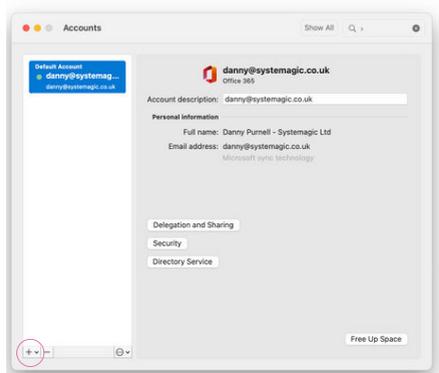
### Step 2

This will prompt a new window to appear. Click 'Accounts' (2nd in from the left on the top row).



### Step 3

On this screen, click the little '+' icon located at the bottom-left of the window and then 'New Account'.



### Step 4

This will prompt yet another pop up to appear (sorry!).

Enter your email address in the form field provided and click 'Continue'.

Once you've done this, you'll need to enter your password and click 'Sign In'.

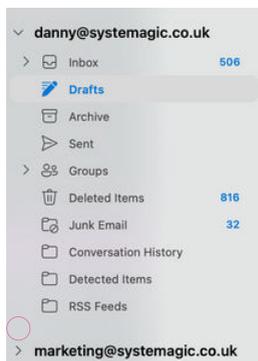
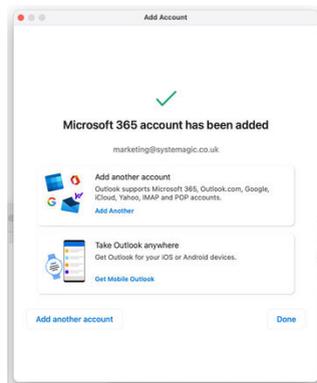
### Step 4

After you've done this, your email account should have successfully been added and you can click 'Done' in the bottom-right.

### Step 6

You should now be able to access both of your email accounts in the left-hand pane.

Click on the little down arrow to reveal each mailbox's files, including inbox, drafts, sent and deleted.



## In Doubt? Give Us a Shout!

If you're struggling to add an extra account to your Outlook account, don't fret! Our friendly team of IT technicians are on hand to help you get up and running.

Give us a call on 01225 426800 or pop us an email at [support@systemagic.co.uk](mailto:support@systemagic.co.uk) where we will be happy to help.

 01225 426800

 [info@systemagic.co.uk](mailto:info@systemagic.co.uk)

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