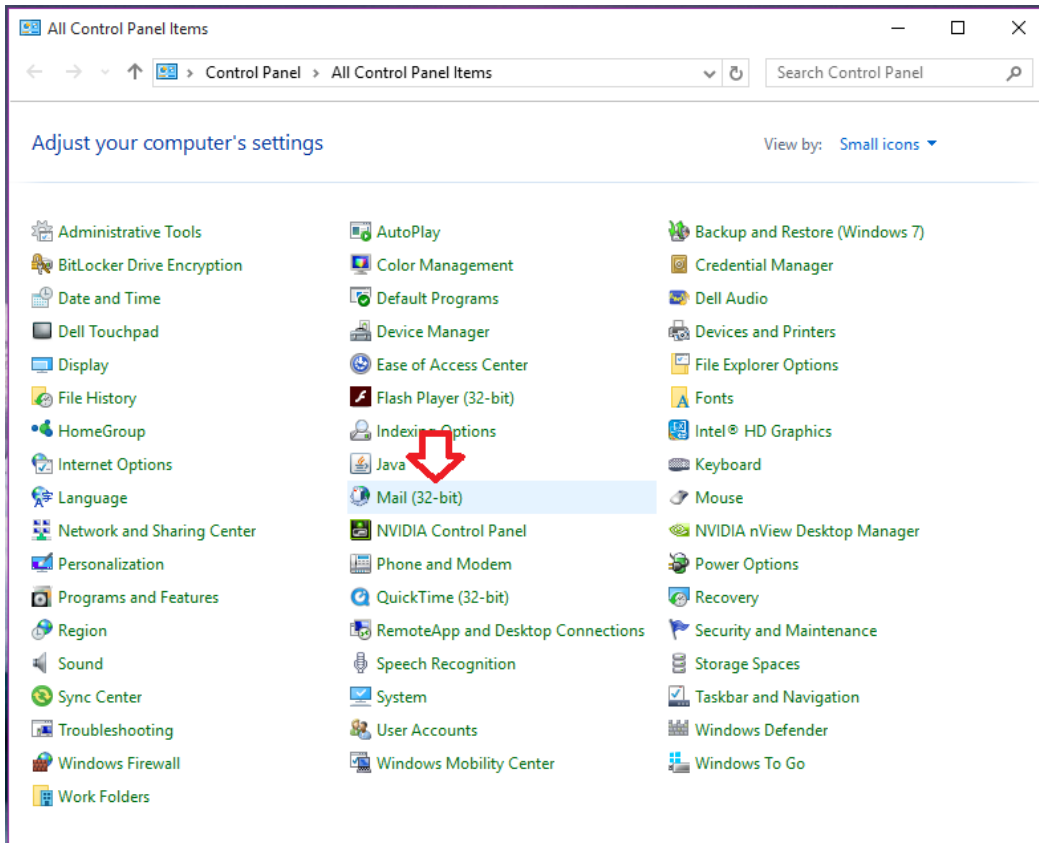


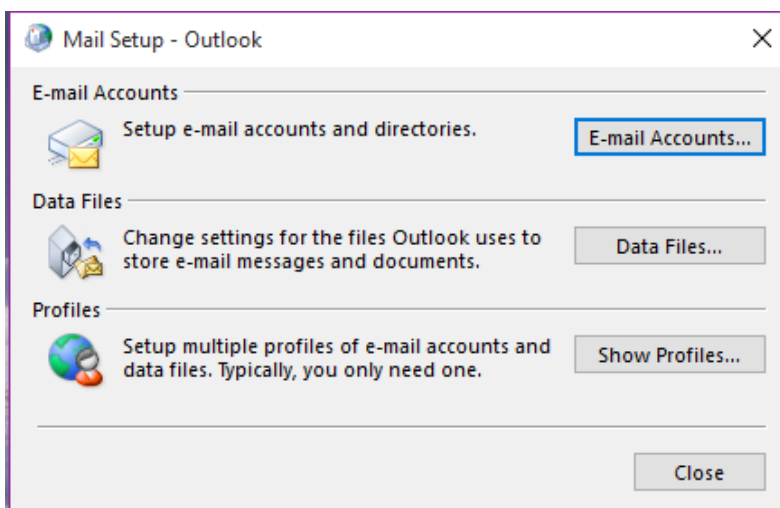
## Adding Additional Email Accounts in Outlook (PC):

If you want to have the new account appear underneath your current account in the folder list, continue to step 1. If you would like to toggle between accounts when you open Outlook, skip to step 7.

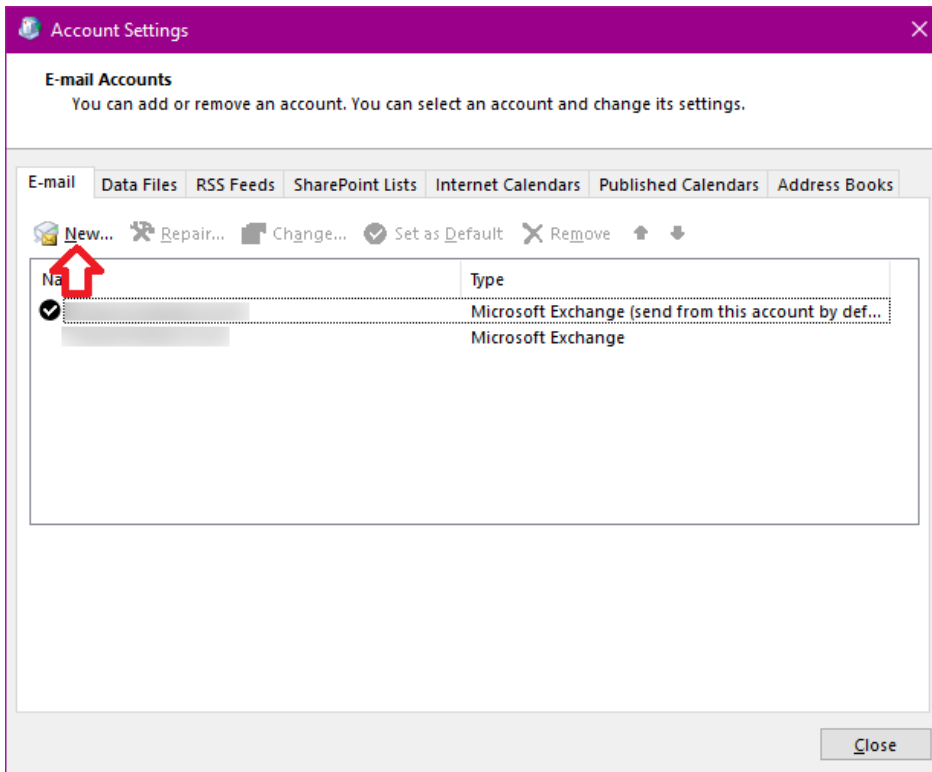
1. Close Outlook. In the **Control Panel**, choose **Mail**.



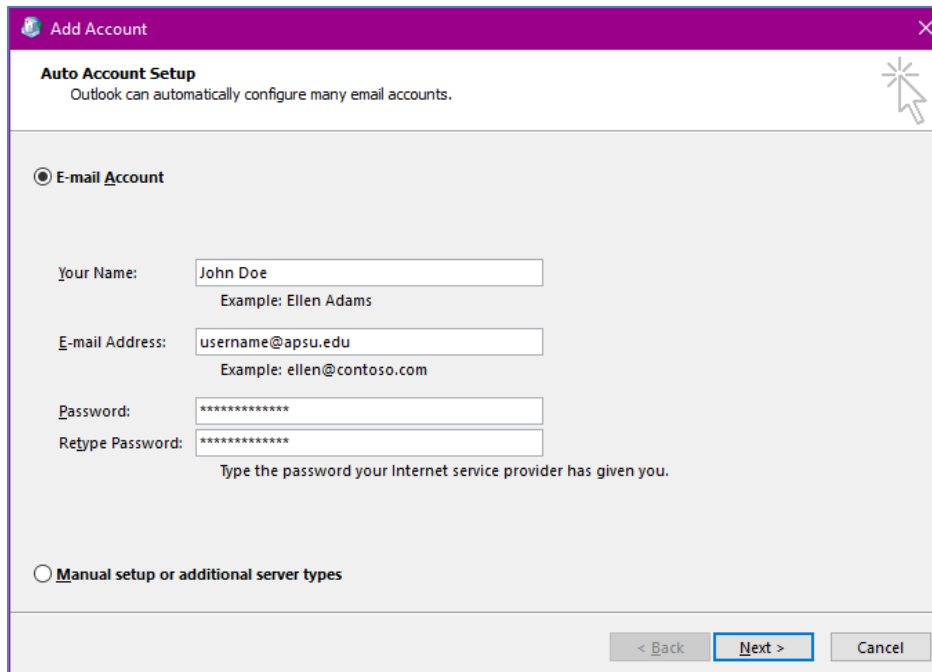
2. Click **Email Accounts...**



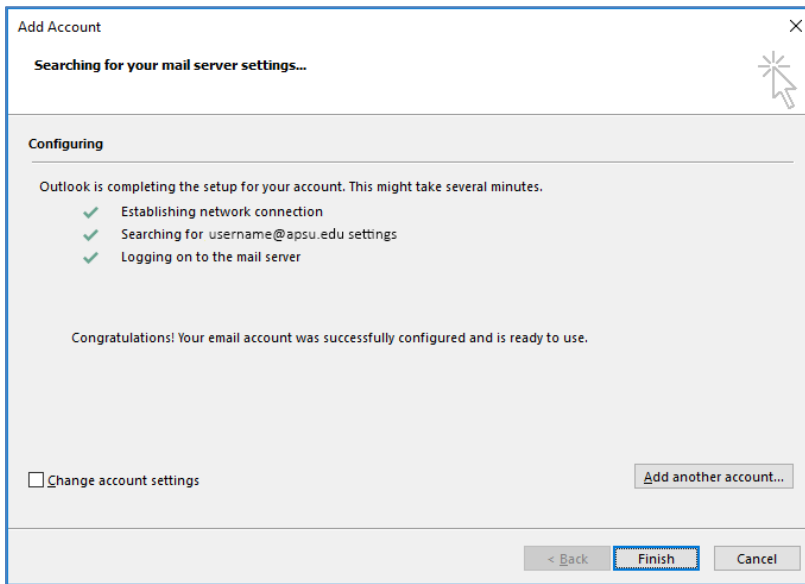
3. Click **New...**



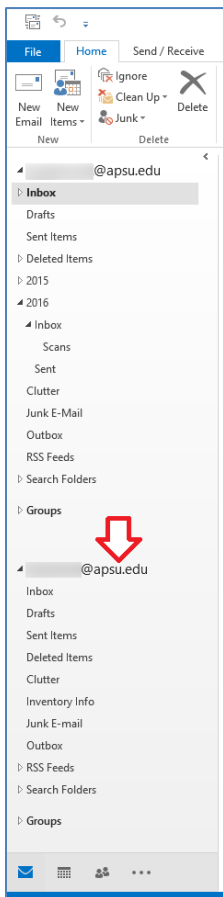
4. Input the account name, email address, and email password. Click **Next >**.



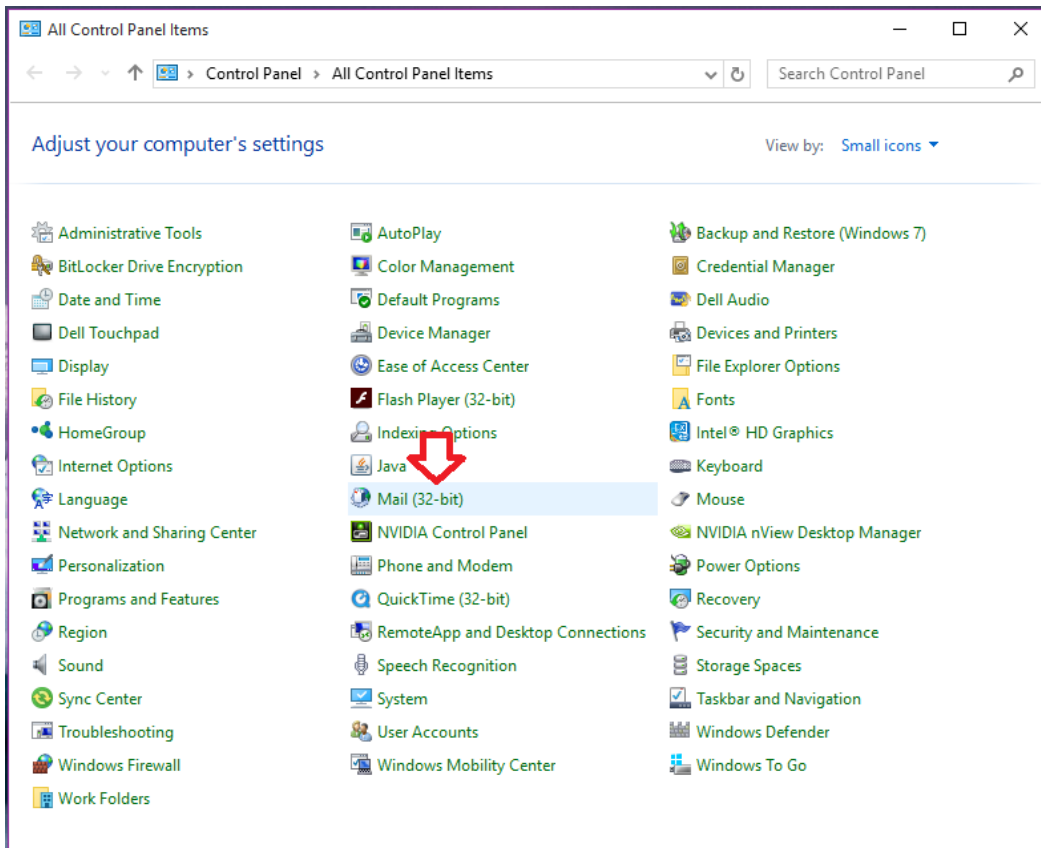
5. Click **Finish**.



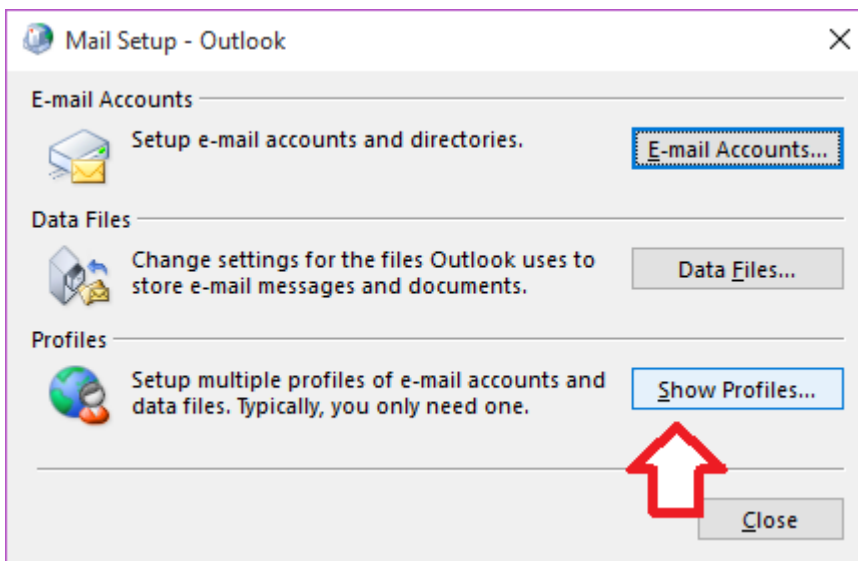
6. The account will now appear in your Outlook, underneath your main account on the left. It has its own dedicated Inbox, Sent, and Deleted Items folder.



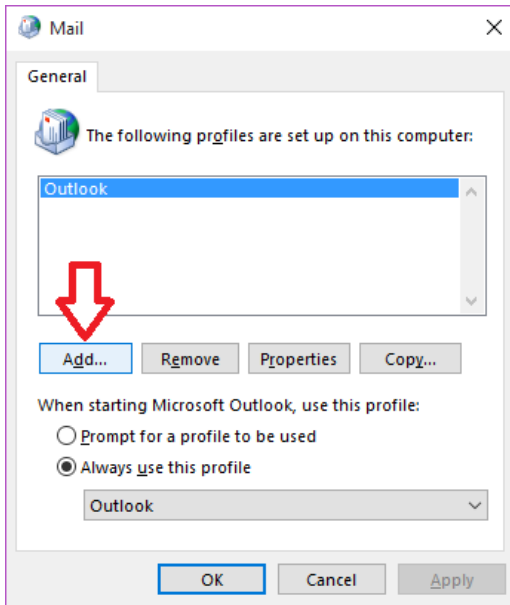
7. If you would like to toggle between accounts when you open Outlook, close the program and go to the **Control Panel**. Click **Mail**.



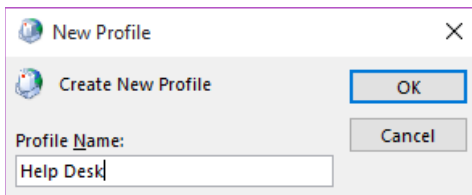
8. Click **Show Profiles...**



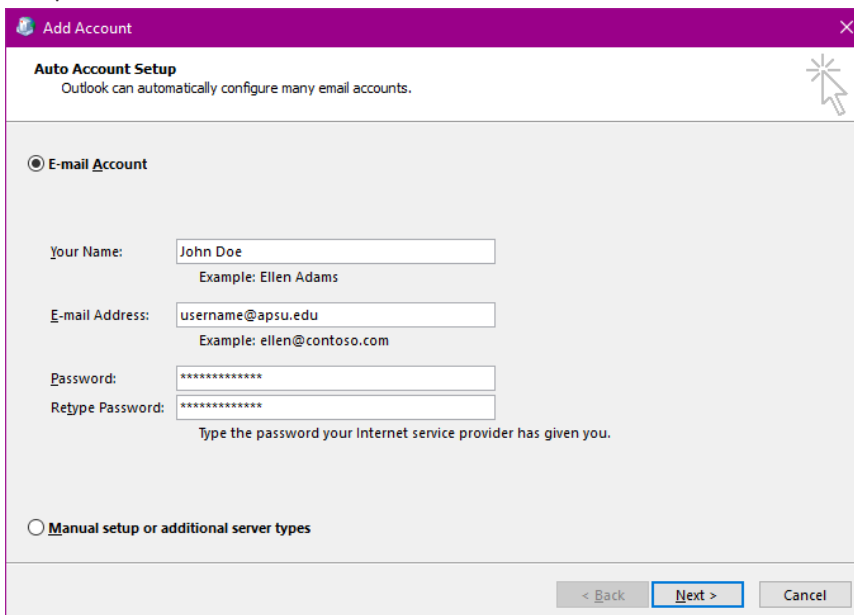
9. Click **Add...**



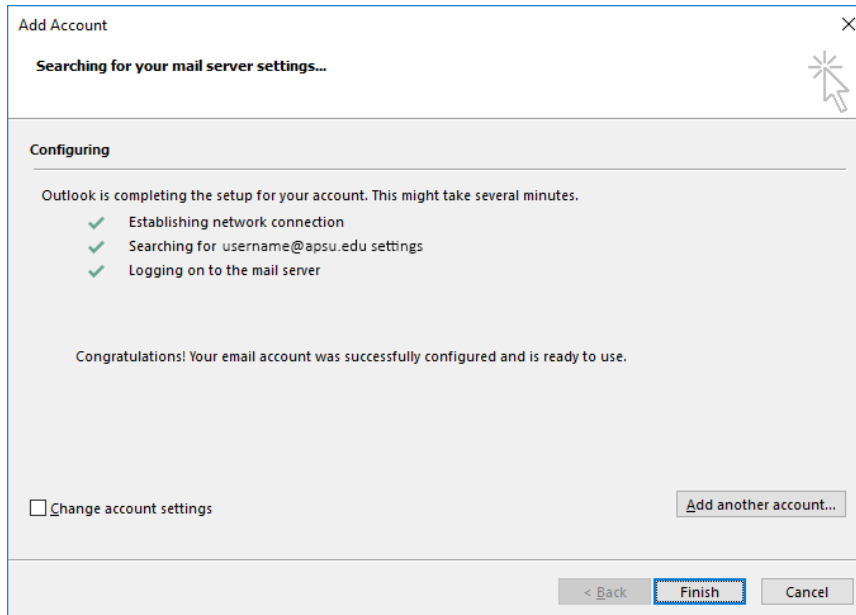
10. Name the new account and click **OK**.



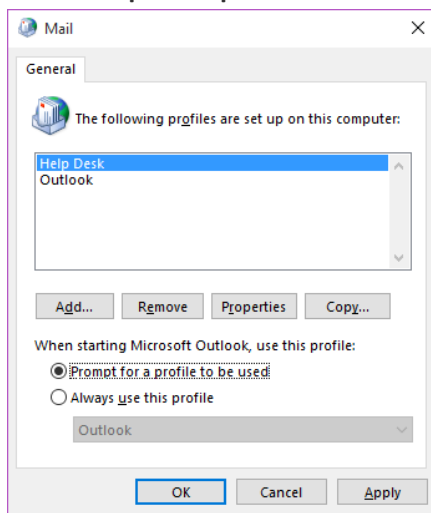
11. The fields will auto-populate with your login information. Click anywhere in the **Your Name:** field and begin typing. Additional boxes will appear below. Input the name of the account, its email address, and password. Click **Next >**.



12. When three green check marks are present, click **Finish**.



13. Click **Prompt for a profile to be used** and then click **Apply**.



14. From now on when you open Outlook you will see the below window and will choose which account to display.

