### Adding Secondary Email Account to Outlook

#### Office Professional ProPlus 2016 NOT Online subscription version

VANDERBILT VUNIVERSITY

MEDICAL CENTER

Information Technology

### 1. Click File in Outlook



*Important Note*: @vumc.org needs to be added first (first account is the default account)

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



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



# Enter @vumc.org email address ONLY on following page and click Next

Add Account Auto Account Setu Outlook can auto	J <b>p</b> matically configure many email accounts.	×
E-mail Account		
Your Name:	Example: Ellen Adams	
E-mail Address:	fred.frazier@vanderbilt.edu Example: ellen@contoso.com	
Password:		
Retype Password:	Type the password your Internet service provider has given you.	
O Manual setup or a	additional server types	
	< Back Next	> Cancel

### 5. Your account should be added. Click **Finish.** Close and restart Outlook

Congratula	tions!			Ĩ
Configuring				
Outlook is	completing the setup for your account. This might take several minutes.			
~	Establishing network connection			
~	Searching for fred.frazier@vanderbilt.edu settings			
~	Logging on to the mail server			
Change a	count settings		Add anot	nes account
		- Pask	Finish	Canc

 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 VUMC VUNet ID and password for address.

Windows Security X   Microsoft Outlook Connecting to fred.frazier@vanderbilt.edu   VANDERBILT\fraziefp User name   Password Password   Remember my credentials Domain: VANDERBILT   More choices More choices   OK Cancel				
Microsoft Outlook   Connecting to fred.frazier@vanderbilt.edu   VANDERBILT\fraziefp   Password   Password   Remember my credentials   More choices   OK   Cancel    Connecting to fred.frazier@vanderbilt.edu  Luser name Password Domain: VANDERBILT  Password Domain: VANDERBILT  Domain: VANDERBIL	Windows Security		×	Microsoft Outlook
Connecting to fred.frazier@vanderbilt.edu   VANDERBILT\fraziefp   Password   Pasemember my credentials   More choices   OK   Cancel   User name   User name   Password   Domain: VANDERBILT   Remember my credentials   More choices   VANDERBILT\fraziefp   VANDERBILT\fraziefp   Vander choices	Microsoft Outlook		Connecting to fred.frazier@vanderbilt.edu	
VANDERBILT\fraziefp   Password   Remember my credentials   More choices   OK   Cancel     Password   Domain: VANDERBILT   Remember my credentials   More choices   VANDERBILT\fraziefp   VANDERBILT\fraziefp   Vander choices	Connecting to fred.frazier@van	derbilt.edu	User name	
Password   Remember my credentials   More choices   OK   Cancel   Domain: VANDERBILT     Domain: VANDERBILT    VANDERBILT\fraziefp   VanderBiltT\fraziefp	VANDERBILT\fraziefp		Password	
Remember my credentials   More choices   OK   Cancel     Nore choices   VANDERBILT\fraziefp   VanderBiltT\fraziefp	Password		Domain: VANDERBILT	
More choices   OK   Cancel     More choices   VANDERBILT\fraziefp     VanderBiltT\fraziefp     Use a different account	Remember my credentials		Remember my credentials	
More choices       Image: Concel         OK       Cancel         Image: Concel       Image: Concel         Image: Concel       Ima			More choices	
OK Cancel S Use a different account	More choices		♥         VANDERBILT\fraziefp	
	ОК	Cancel		Use a different account
Information Technology OK Cancel	Information Technology			OK Cancel
ANDERBILT VUNIVERSITY	ANDERBILT WUNIVERSITY			