

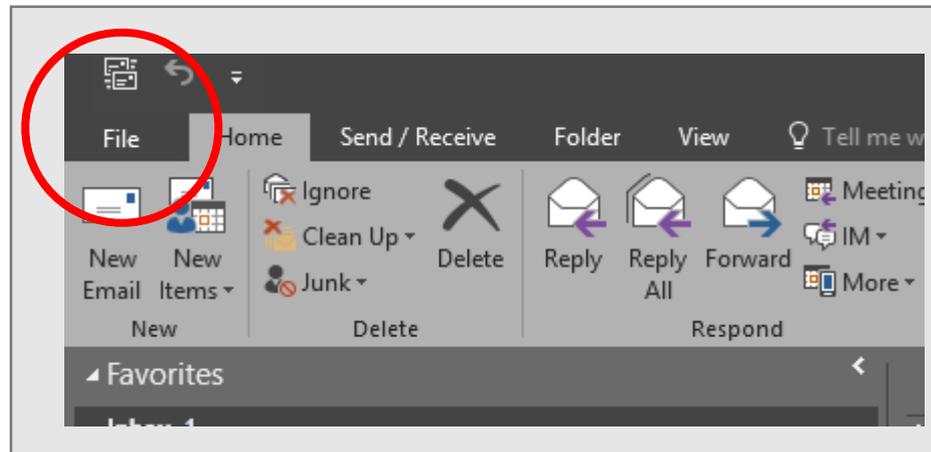
Adding Secondary Email Account to Outlook

Office Professional ProPlus 2016
NOT Online subscription version

VANDERBILT  UNIVERSITY
MEDICAL CENTER

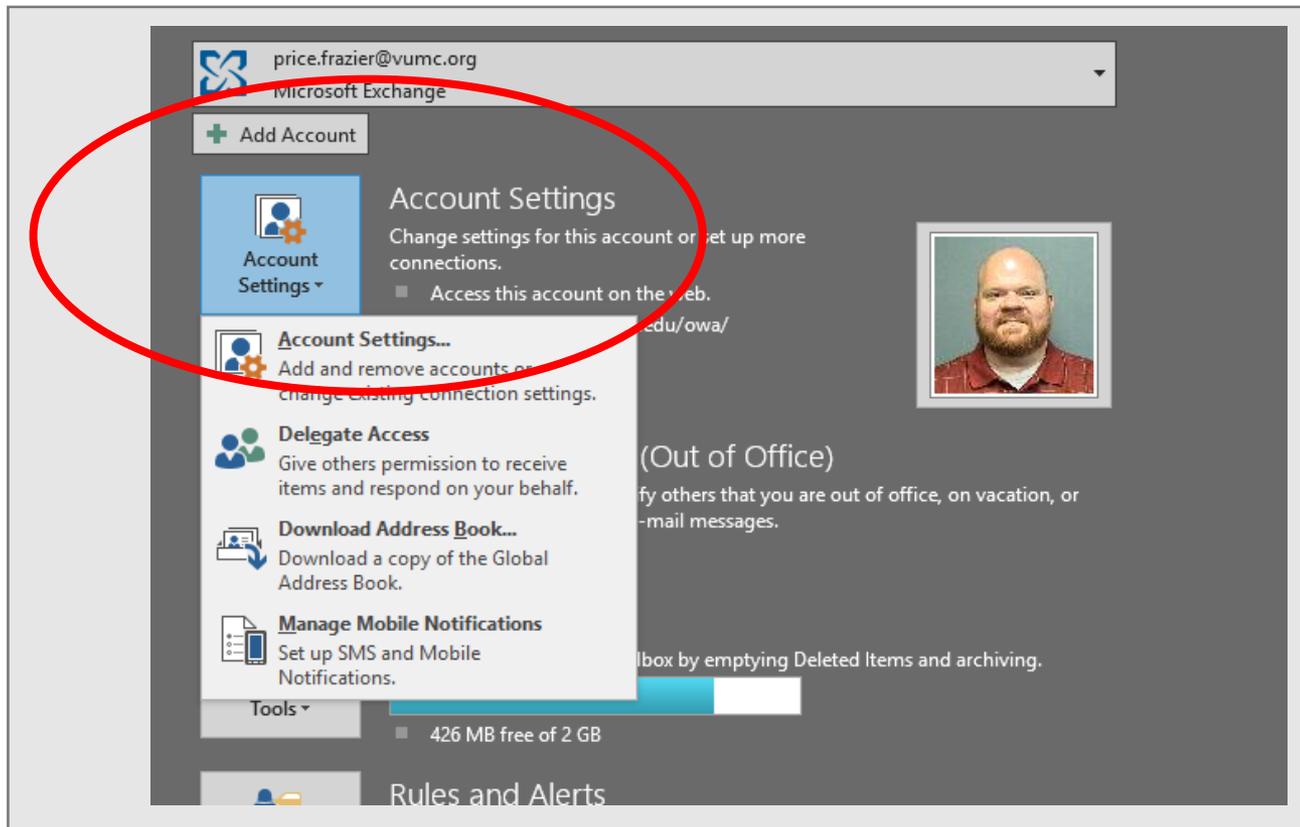
Information Technology

1. Click **File** in Outlook

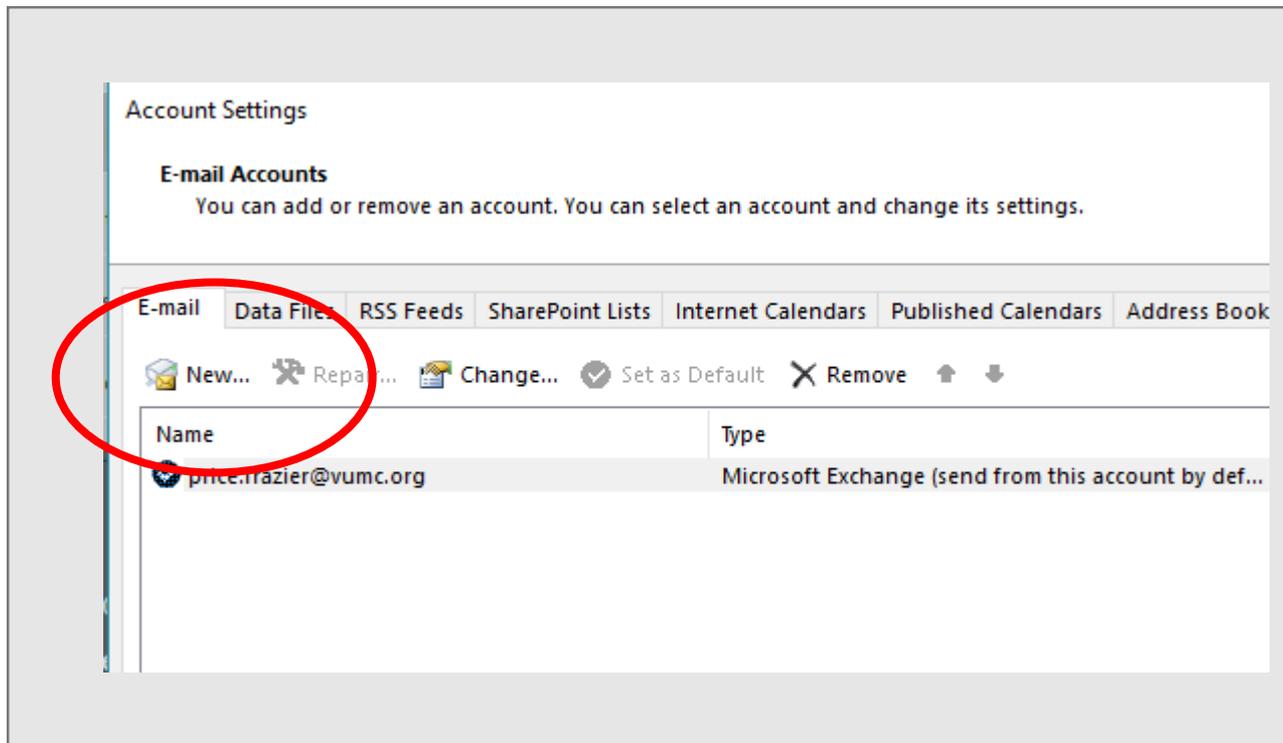


Important Note: @vumc.org needs to be added first (first account is the default account)

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



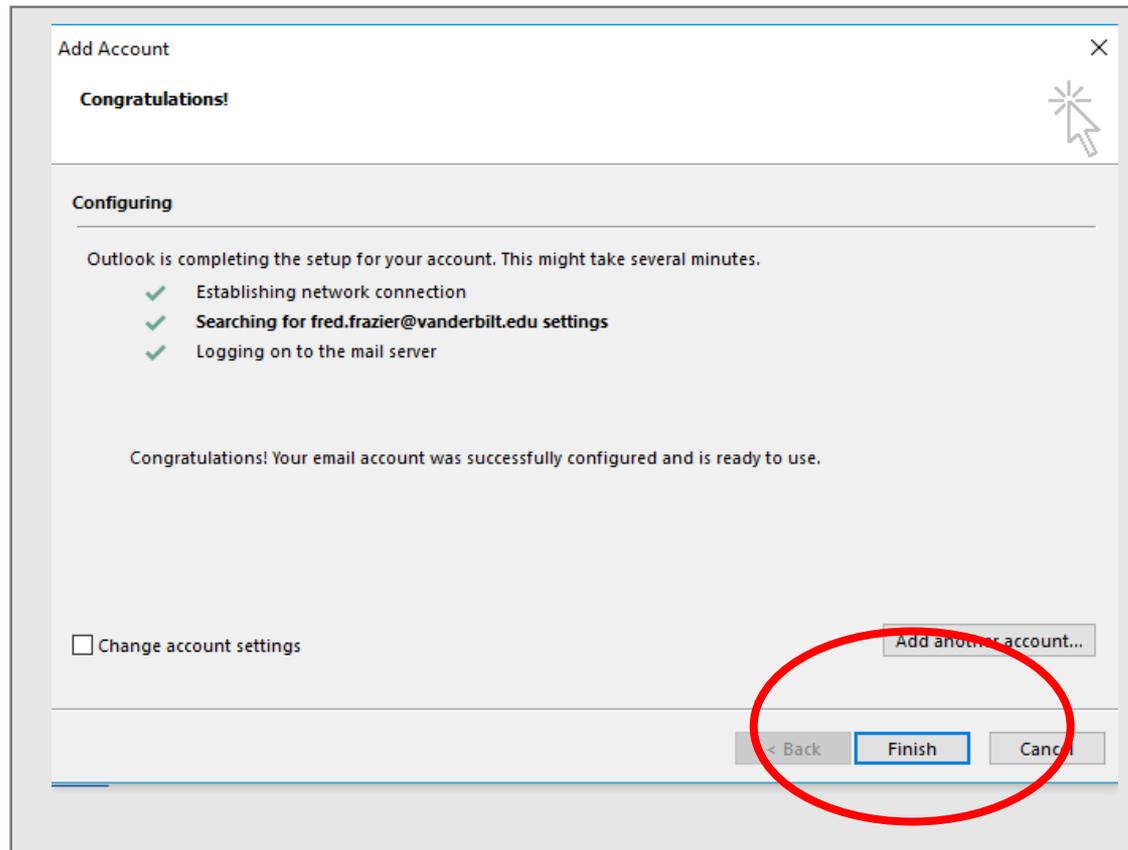
3. Click **New** on the following pop-up



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

The screenshot shows the 'Add Account' dialog box in Outlook. The 'Auto Account Setup' section is at the top, with a sub-section 'E-mail Account' selected. Below this, there are four input fields: 'Your Name', 'E-mail Address', 'Password', and 'Retype Password'. The 'E-mail Address' field contains the text 'fred.frazier@vanderbilt.edu' and is circled in red. Below the 'Retype Password' field, there is a note: 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

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 VUMC VUNet ID and password for address.

