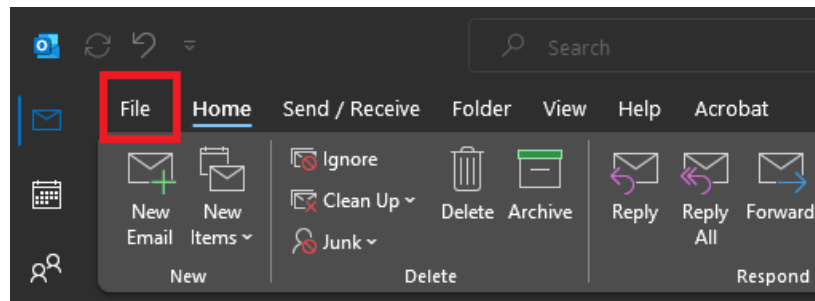
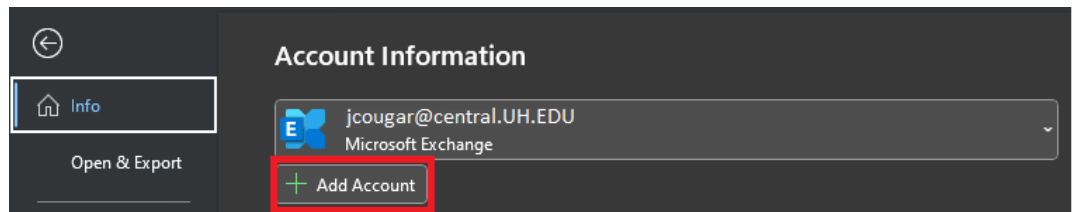


Adding another email account to Outlook on a Windows Machine

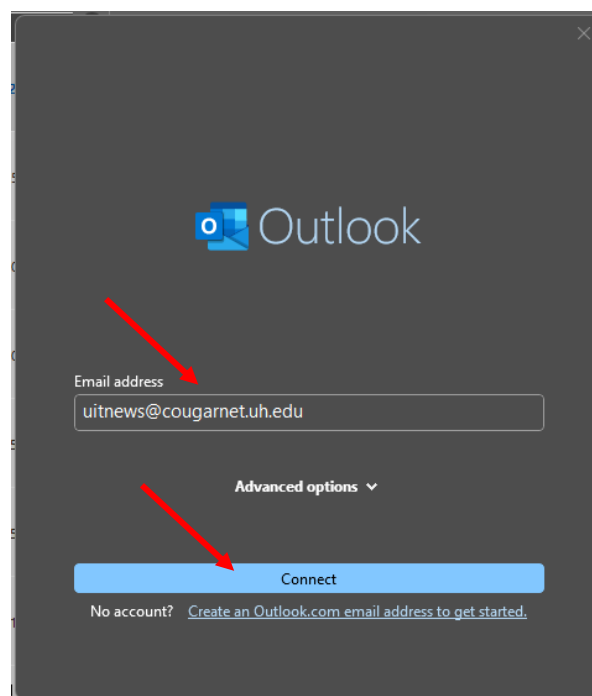
1. Select **File**.



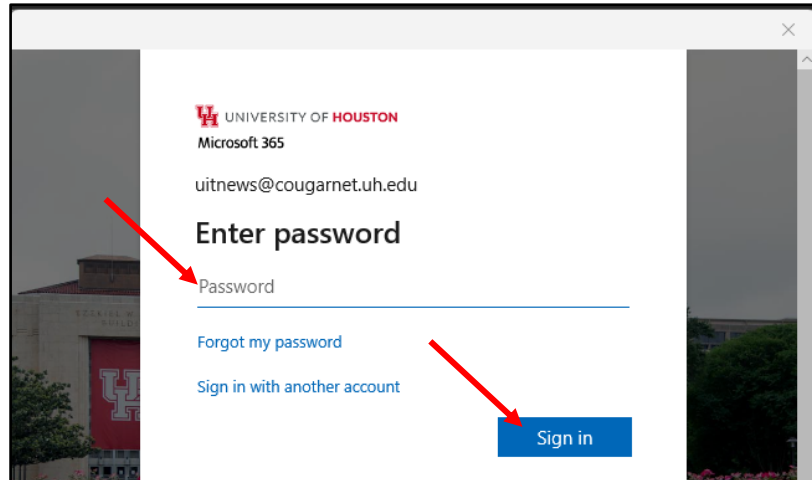
2. Click **Add Account**.



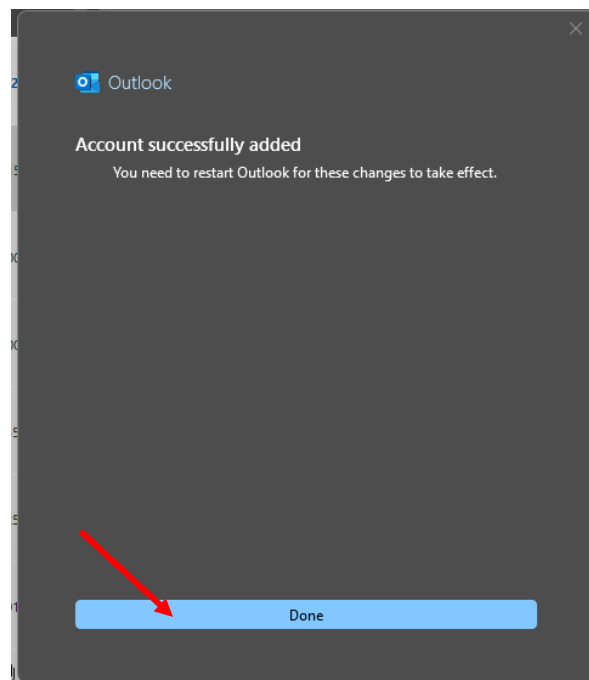
3. Enter the **new email address**. (**Note:** this may take a few minutes.)
4. Click **Connect**.



5. Enter the new email **password**.
6. Click **Sign in**.

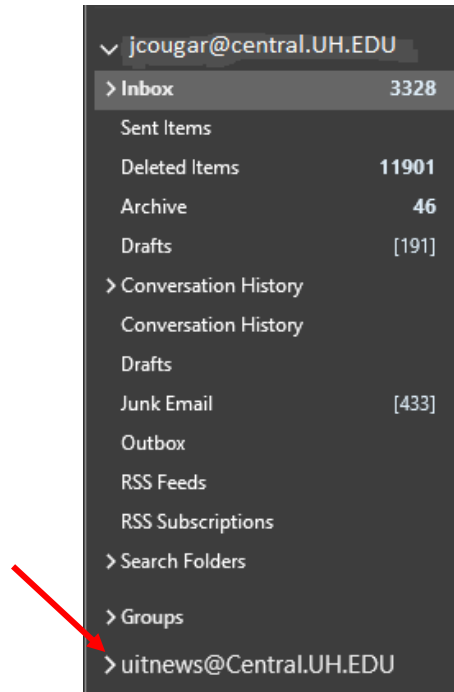


7. Click **Done**.



8. Restart **Outlook**. (**Note:** new email will not show up unless a restart occurs.)

Note: The new email account is now located at the bottom of the left-hand side.



For questions or assistance please contact the IT Support Center:

- **In Person** - Visit us at Tech Commons Monday through Friday from 8:00am to 8:00pm. We are located at the back entrance of the MD Anderson Library, across from the Student Center.
- **By Phone** - Call the Help Desk at (713) 743-1411 Saturday through Sunday from 8:00am to 8:00pm (except university holidays)
- **By Text** - Text us at (713) 743-1411 Monday through Friday from 8:00am to 8:00pm (except university holidays)
- **Live Chat** - Monday - Friday: 08:00 AM - 08:00 PM CDT, Saturday - Sunday: Closed