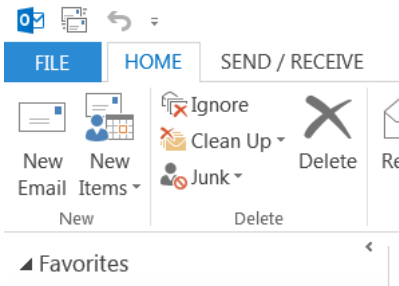


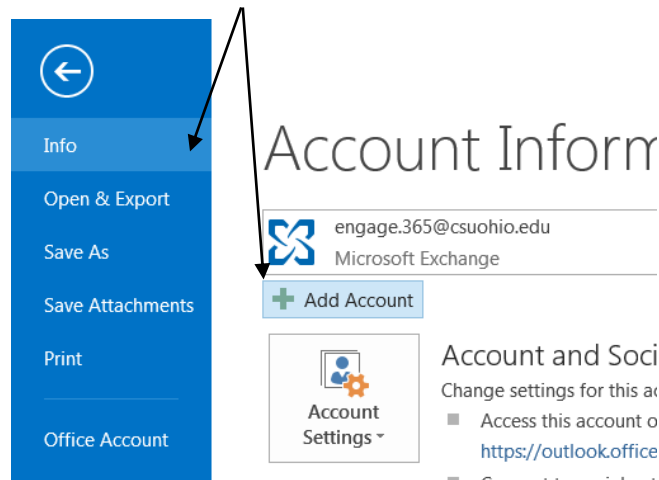


## Set up Outlook to enable sign in to two or more accounts

- 1) Sign into Outlook, in upper left corner select "File"



- 2) Select "Info" and then "Add Account"





- 3) Enter information for the new account that is to be added: Your Name - common name associated with the account; E-mail Address – CSU email address of the new account ([xx@csuohio.edu](mailto:xx@csuohio.edu)); Password – password assigned to the email address. Once this information is entered, select “Next”

The screenshot shows the 'Add Account' dialog box with the following fields and options:

- Auto Account Setup**: Outlook can automatically configure many email accounts.
- E-mail Account** (selected):
  - Your Name: [Text Box] Example: Ellen Adams
  - E-mail Address: [Text Box] Example: ellen@contoso.com
  - Password: [Text Box]
  - Retype Password: [Text Box] Type the password your Internet service provider has given you.
- Manual setup or additional server types** (unselected)
- Buttons: < Back, Next >, Cancel

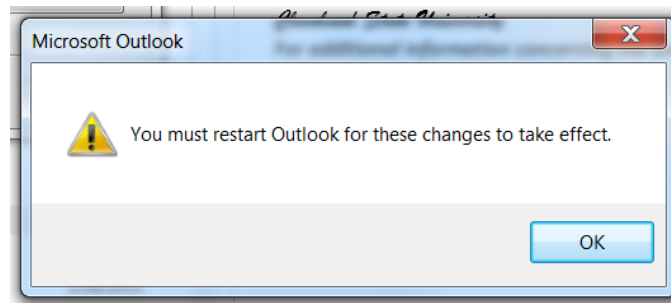
- 4) Once the client completed the configuration, the screen should appear as listed below. Select “Finish”

The screenshot shows the 'Configuring' screen with the following content:

- Congratulations!**
- Configuring**: Outlook is completing the setup for your account. This might take several minutes.
- Progress list:
  - ✓ Establishing network connection
  - ✓ **Searching for mrs.prince@csuohio.edu settings**
  - ✓ Logging on to the mail server
- Message: Congratulations! Your email account was successfully configured and is ready to use.
- Options:  Change account settings, Add another account...
- Buttons: < Back, **Finish**, Cancel



- 5) A pop-up will appear informing you that the Outlook client must be shut down and restarted for the change to take effect.



- 6) Once the client has been restarted, once you are signed in a link to the new account(s) just added will appear on the left side along with the other folders. Simply select the account to view the mail, while you are in that account all mail sent will come from that account.

