



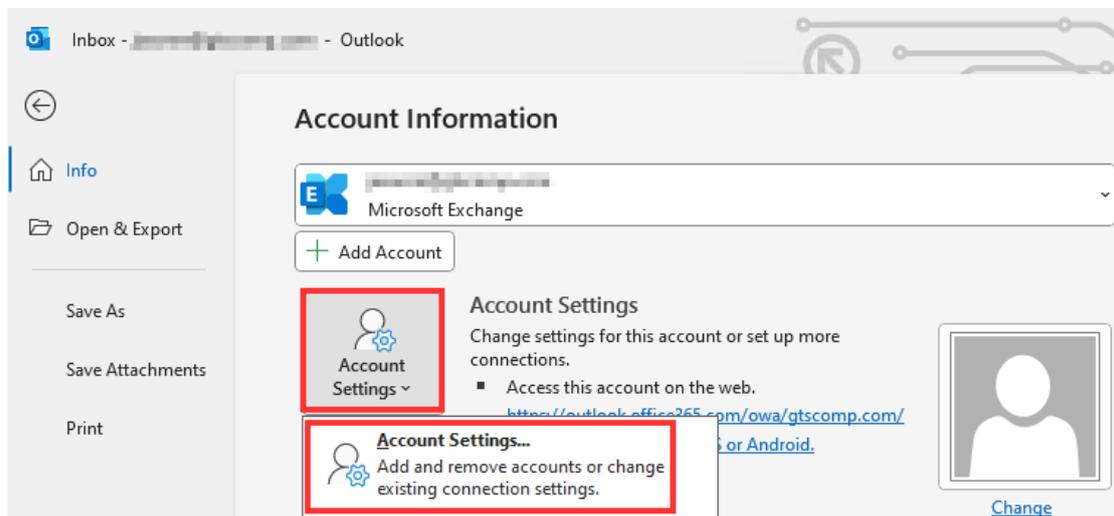
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Adding Additional Mailbox to Outlook

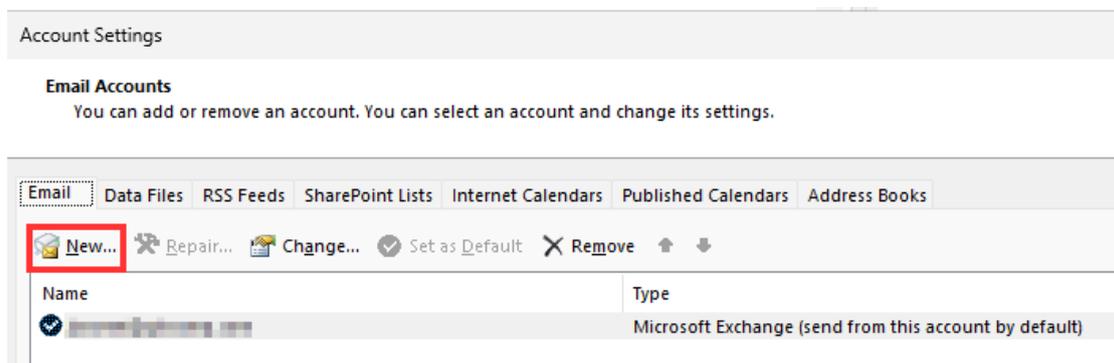
Jason Molaison - 2026-04-12 - [General Support](#)

The below steps will guide you through adding an additional mailbox to your Outlook.

1. From within Outlook, in the upper left corner click File, then Account Settings, and Account Settings again.



1. Within the Account Settings window, click on New to start the Add Mailbox wizard.



1. In the wizard, enter the email account you are trying to add, then click Connect.



Email address

email address@domain.com

Advanced options ▾

Connect

No account? [Create an Outlook.com email address to get started.](#)

1. When prompted, choose the Microsoft 365 account type.



Advanced setup



POP



IMAP



Exchange 2013
or earlier

1. Enter the password, and click Sign In.



Enter password

A password input field containing ten black dots, indicating a masked password. The field is highlighted with a red rectangular border.

[Forgot my password](#)

[Sign in with another account](#)

Sign in

1. Finally, click Done, then Close in the Account Settings window. You will need to restart Outlook for the changes to take effect.



Account successfully added

You need to restart Outlook for these changes to take effect.

Done