



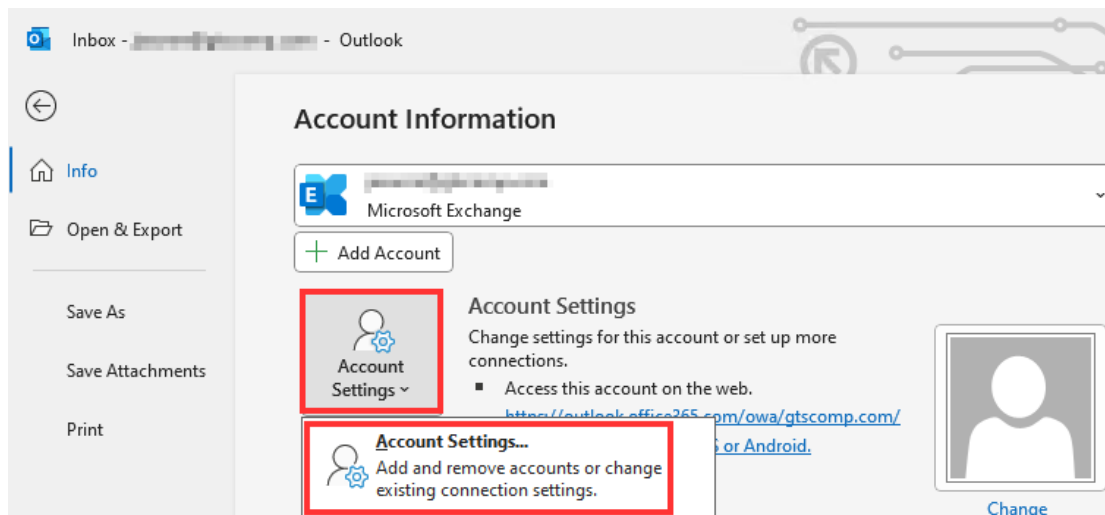
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## Adding Additional Mailbox to Outlook

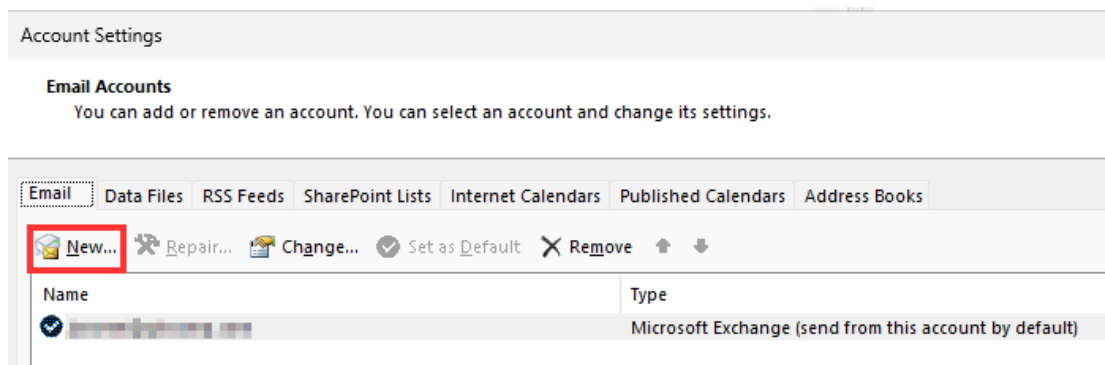
Jason Molaison - 2025-09-11 - [General Support](#)

**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

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

|  |  |  |   |
|--|--|--|---|
| <br>Microsoft 365 | <br>Outlook.com | <br>Exchange                    | <br>Google |
| <br>POP           | <br>IMAP        | <br>Exchange 2013<br>or earlier |   |

1. Enter the password, and click Sign In.



## Enter password

A password input field with a red border and a series of black dots representing the password. A blue horizontal line is positioned below the input field.

[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