Outlook 2016: Adding an Additional Exchange Account to an Existing Profile

1. Open Outlook 2016. Click the blue **File** tab in the top left corner of the window.

2. Under **Account Information**, click **Add Account**.

3. In the **Auto Account Setup** window, put the **name** of the Exchange account to which you have access, the account **email address**, and your **eID password**. Click **Next**.

4. In the next window, you should see an indication that the account was successfully configured. At this point you can click **Finish** to go back to your Outlook inbox, or click **Add another account** if you would like to add another mailbox.