

Email & online accounts | Medium | 2 min read

How to add an email account to Outlook

Outlook on a computer can hold several email accounts at once. Adding one is usually quick, but the screens differ between the new Outlook, classic Outlook and Outlook on Mac.

Interfaces change, so use the closest menu wording if yours differs from the one here.

Before you start

- Know your email address and password.
- If your email is from work, check with your employer before adding it to a personal computer.
- Be connected to the internet.

Adding an account in classic Outlook for Windows

1. Open Outlook and click **File**.
2. Click **Add Account**.
3. Type your email address and click **Connect**.
4. Enter your password on the sign-in page and approve any two-step prompt.
5. Click **Done** when it says the account was added.

Adding an account in the new Outlook

Look for **Settings** (often a cog icon), then **Accounts** and **Email accounts**, then **Add account**. Follow the prompts in the same way.

Adding an account in Outlook on a Mac

Open **Outlook**, then look under the **Outlook** or **Tools** menu for **Accounts**, then use the plus button to add an email account.

If automatic setup fails

Outlook may offer **Advanced options** or **manual setup**. You would then need server details from your email provider. Find them on the provider's own website and be wary of any web page that is not theirs.

If something looks wrong

- A password that works on the web but not in Outlook may mean you need an app password. Your provider's help pages explain this.
- If you see a message about a certificate, do not just click through. Take a note of the wording and ask for help.
- Do not remove an existing account unless you are sure, because that can take its stored mail off the computer.

When to get more help

Contact us if Outlook asks for your password again and again, if your workplace uses special security rules, or if you are moving to a new computer and want your old emails kept safe.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.