



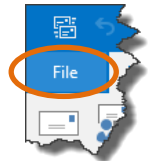
Outlook Client: Add Additional Accounts

Manage email, calendar and contacts for multiple accounts you own with Outlook Client.

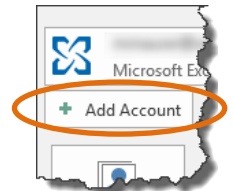
- **EXAMPLE:** Personal WCPSS account (jsmith@wcpss.net) and generic email account (ncwise123@wcpss.net).

NOTE: This can only be done with Outlook Client, NOT Outlook Web App.

1. Click **File**.



2. Click **Add Account**.



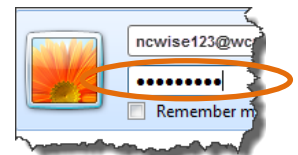
3. Enter **email address**.

4. Click **Connect**.



5. Enter **email password**.

- Click **checkbox** if you would like Outlook to save your login credentials.



6. Click **OK**.

7. Click **OK**.

- You now can access email, calendar and contacts for this account.
- Account will show on left navigation bar.

NOTES: When creating a new message, ensure it is being sent from the correct account by verifying the email address in the **From** field.



Create and manage signature settings using instructions posted on WCPSS Email Support Site: <http://emailsupport.wcpss.net/>.

