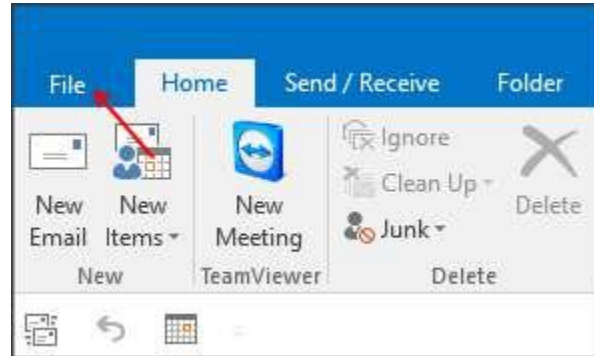## Adding a Secondary Account to Outlook – Windows 10

If you are the owner of a secondary account, for example a Non-Person Account, you may want to add the account to your Outlook client in order to manage it. To do this complete the following:
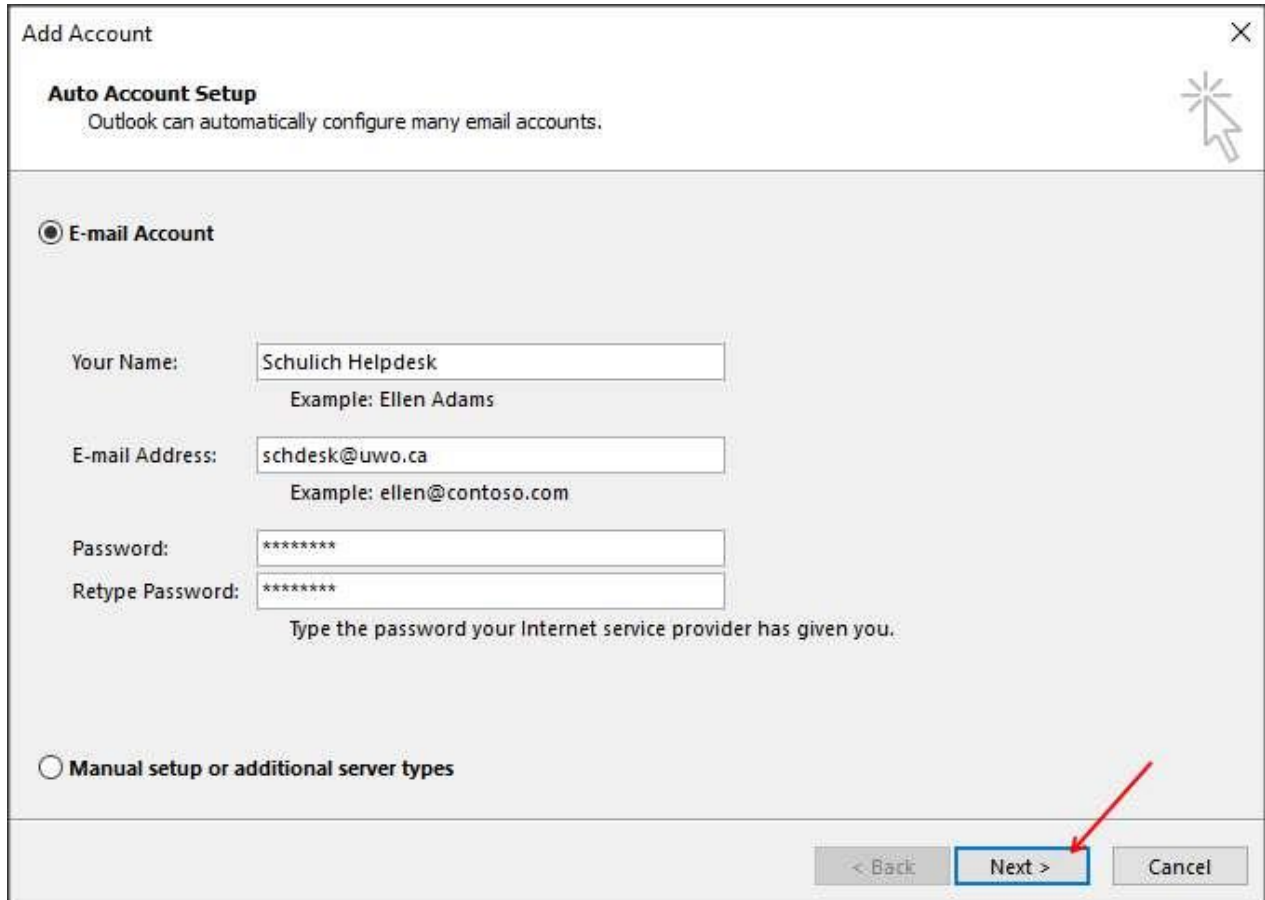
1. From your Outlook client select **File**.

2. Select **+ Add Account**.

3. On the **Auto Account Setup** page, ensure **E-mail Account** is selected. Beside **Your Name**, type your preferred name (first and last). Beside **E-mail Address**, use your UWO email (i.e. WesternID@uwo.ca). Beside **Password**, enter your UWO password (*please note: this is the password you use to sign into myhr.uwo.ca, finance.uwo.ca, etc.*). Beside **Retype Password** enter this password again to confirm. Once these fields are filled out correctly, click **Next**.

Add Account	✕
Auto Account Setup	
Outlook can automatically configure many email accounts.	

◉ **E-mail Account**

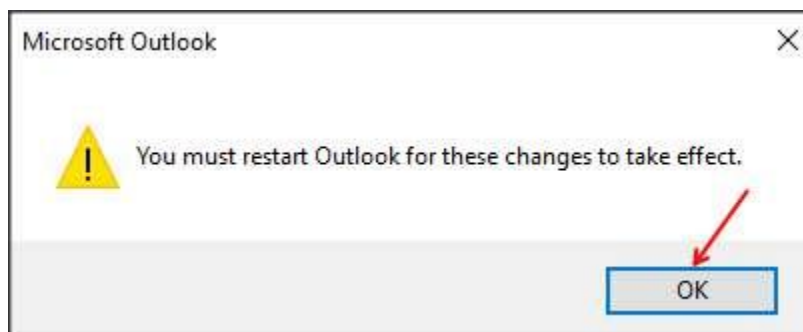|	
Your Name:	Schulich Helpdesk
	Example: Ellen Adams
E-mail Address:	schdesk@uwo.ca
	Example: ellen@contoso.com
Password:	********
Retype Password:	********
	Type the password your Internet service provider has given you.

◯ **Manual setup or additional server types**

| < Back | Next > | Cancel |

4. While Outlook is searching for your mail server settings, you may see a Windows Security prompt pop up. Please enter your UWO email address and password here (the same ones you entered on the previous page). Ensure the **Remember my credentials** box is checked and click **OK**.


5. You may see a window informing that 'You must restart Outlook for these changes to take effect'. Select **OK**.

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t. 519.611.2111 x. 81377 helpdesk@schulich.uwo.ca www.schulich.uwo.ca/is

Western

6. Once Outlook has successfully configured your email account, you will see three green checkmarks beside the steps it has completed (as seen below). Click **Finish**.
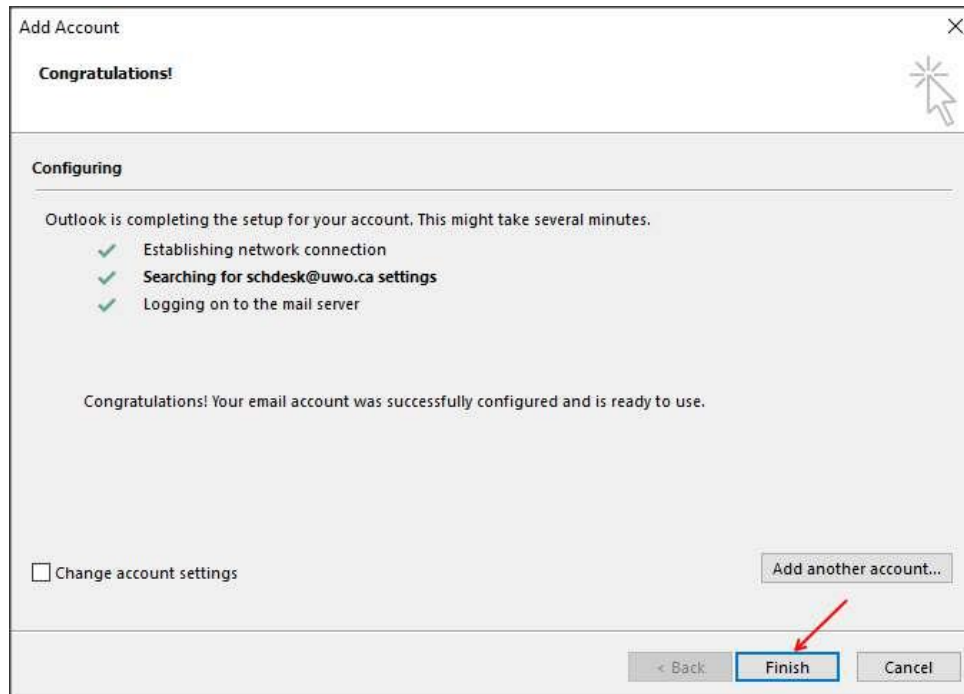
7. You will now see the account listed underneath your personal account.
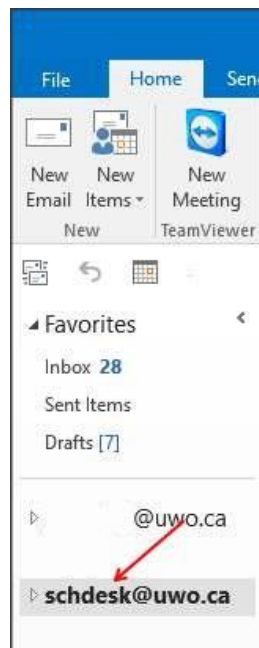
NOTE: You can now delegate access to any others in your organization that you wish to share the account with by following the instructions on the Microsoft Outlook Training webpage.