

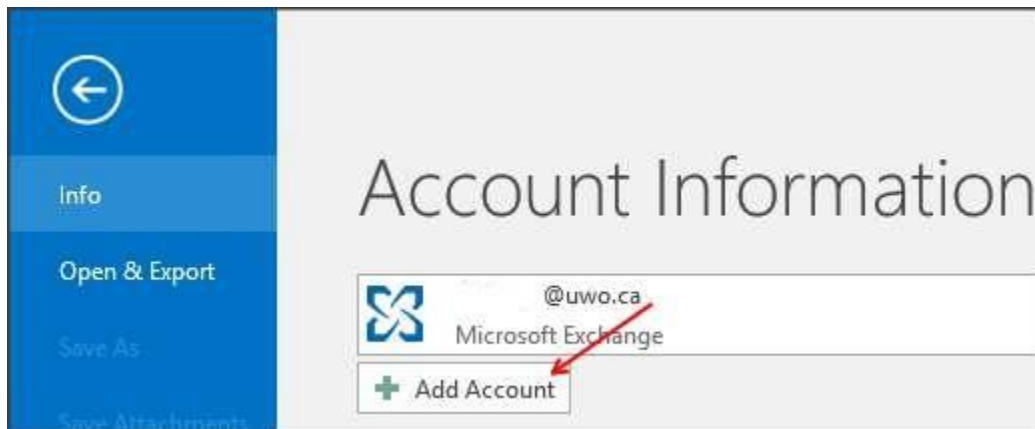
Adding a Secondary Account to Outlook – Windows 7

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:

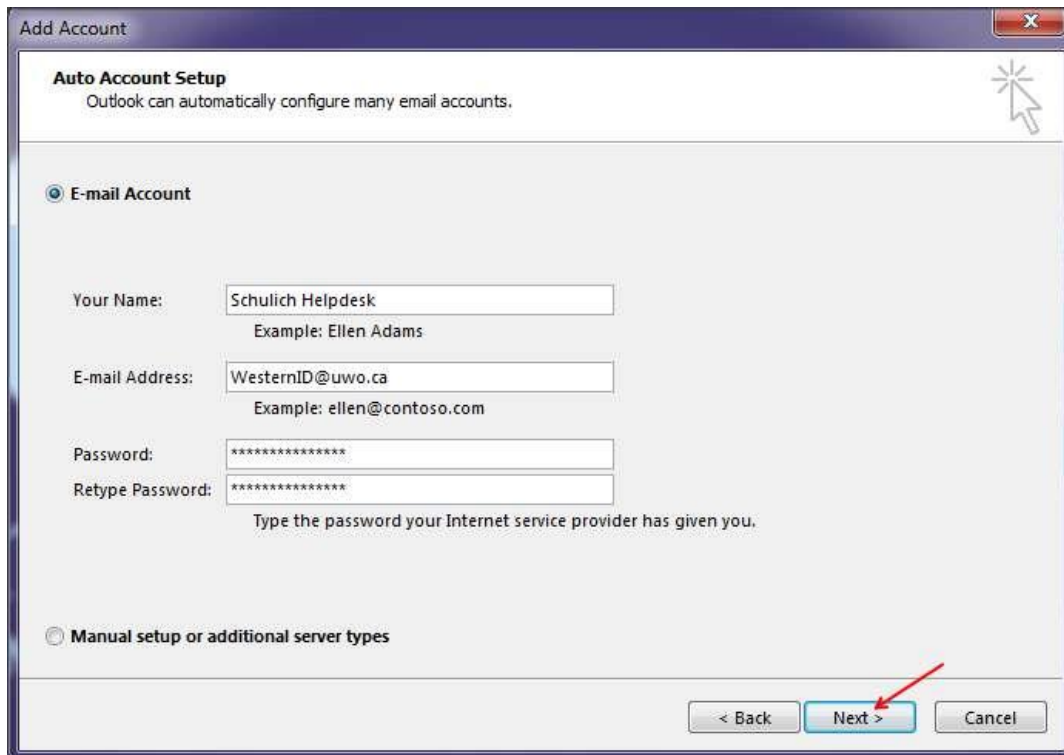
1. From your Outlook client select **File**.



2. Select **+ Add Account**.



- 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:
Example: Ellen Adams

E-mail Address:
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

- 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**.



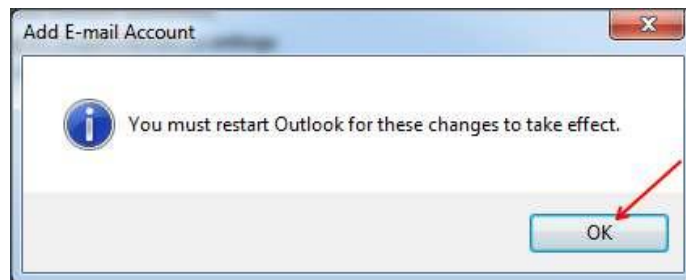
Windows Security

Microsoft Outlook
Connecting to schdesk@uwo.ca

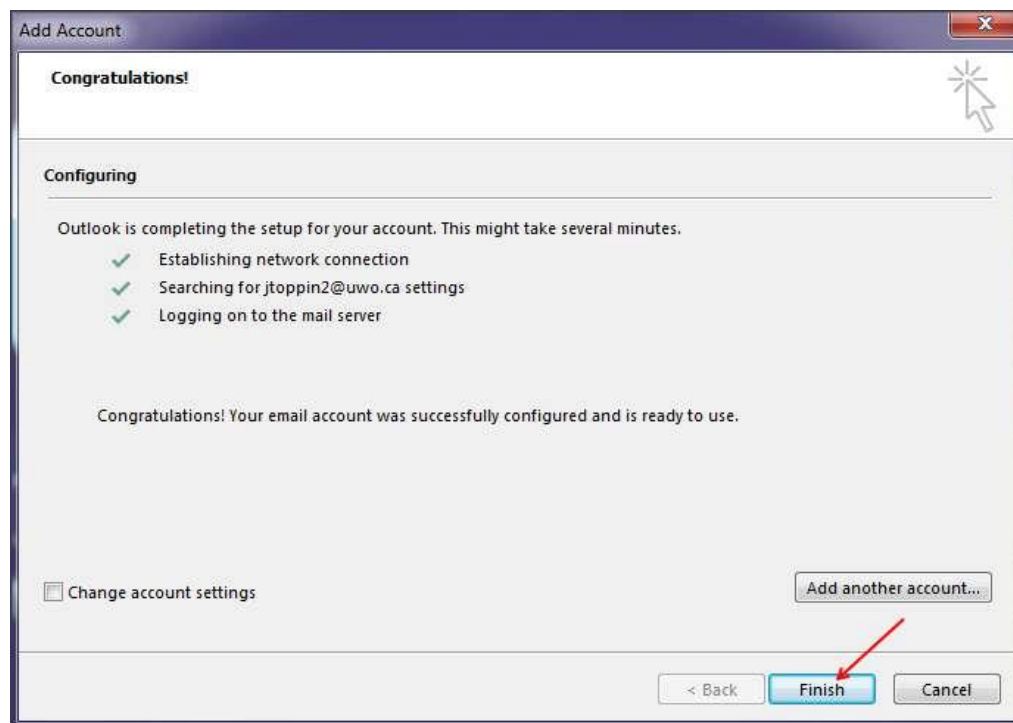
☒ **Remember my credentials**

OK Cancel

5. If prompted to restart Outlook for the changes to take effect, select **OK**.



6. At the **Congratulations!** window, select **Finish** to complete the configuration.



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.