How to add email account to an existing Outlook profile

1. Open Outlook and Click on File > Add Account



1. Type your Name in the “Your Name” box > Type your email address username@school.orgin the email address box. Do not type your password. Press Next



1. Type your OLS password and press OK.

 

1. Three green checkmarks should come up. Press Finish.



1. A confirmation prompt will tell you that you need to restart Outlook for changes to take effect.
2. Close Outlook and re-open
3. This should open Outlook and you will see the newly added account on the left hand side. 
4. If you want to set the new account as your default account (send account) Click File > Account Settings > Account Settings then click on the school.org account and press Set as Default then Close