Adding Email Accounts to Outlook

1. Open Outlook and click on file tab
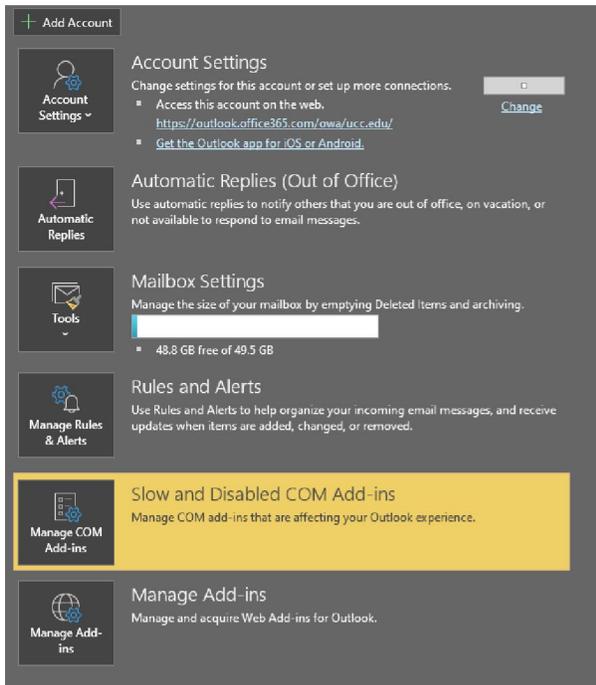
2. Click on Add Account
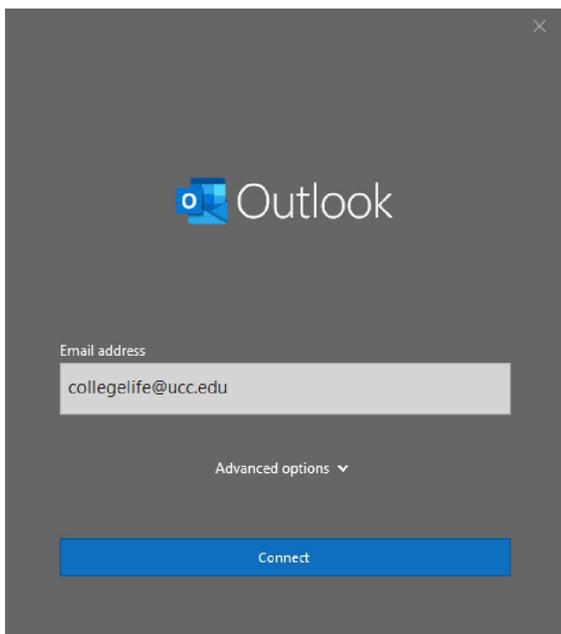
3. Enter email account you want to add
4. Click on connect
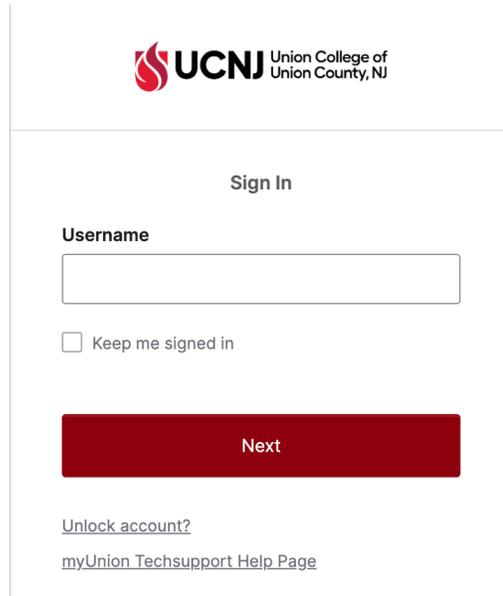
5. Verify
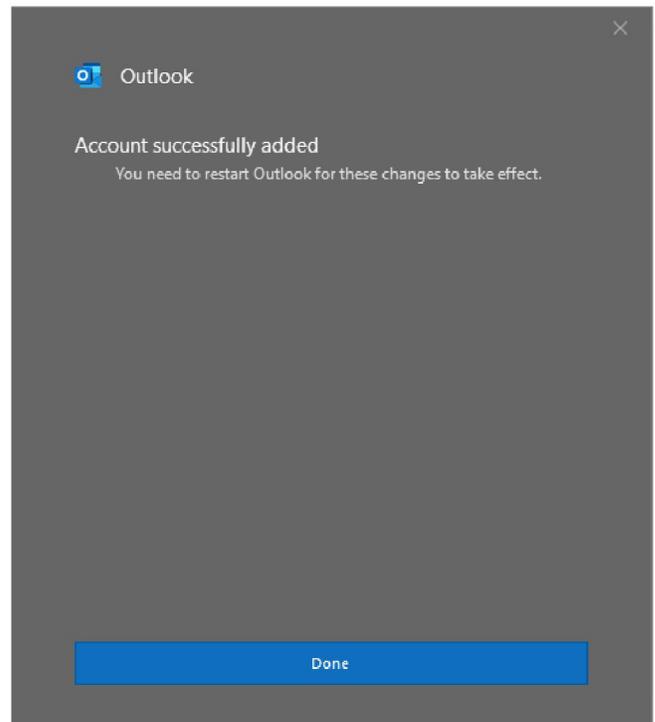
6. Click on Done.
7. Close outlook and reopen and you should see the added mailbox at the bottom of your folder pane.