Adding Email Accounts to Outlook

1. Open Outlook and click on file tab



2. Click on Add Account



Enter email account you want to add
Click on connect

	Sign In
	Username
	Keep me signed in
	Next
	Unlock account?
	myUnion Techsupport Help Page
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- 6. Click on Done.
- Close outlook and reopen and you should see the added mailbox at the bottom of your folder pane.