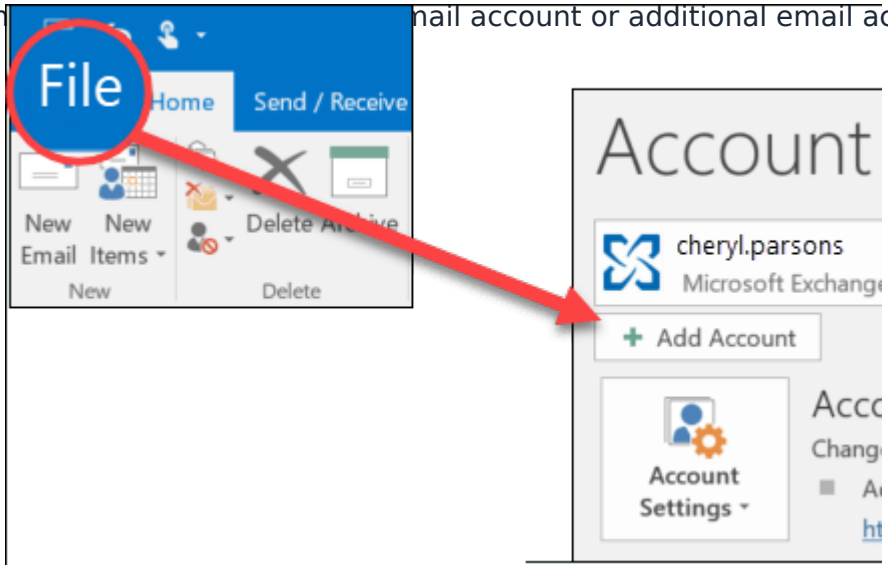
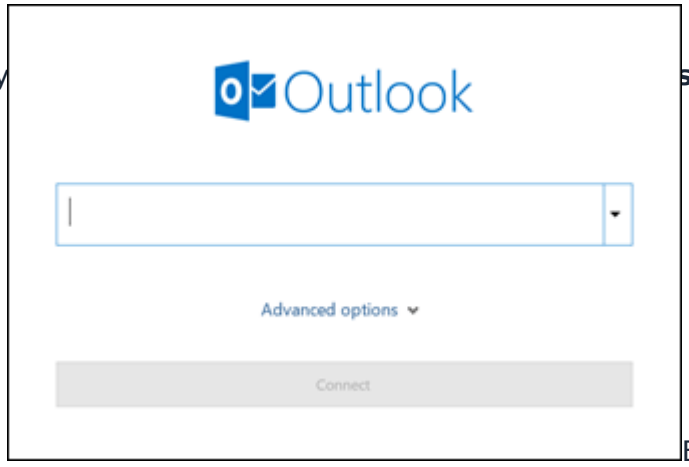
Add an email account to Classic Outlook

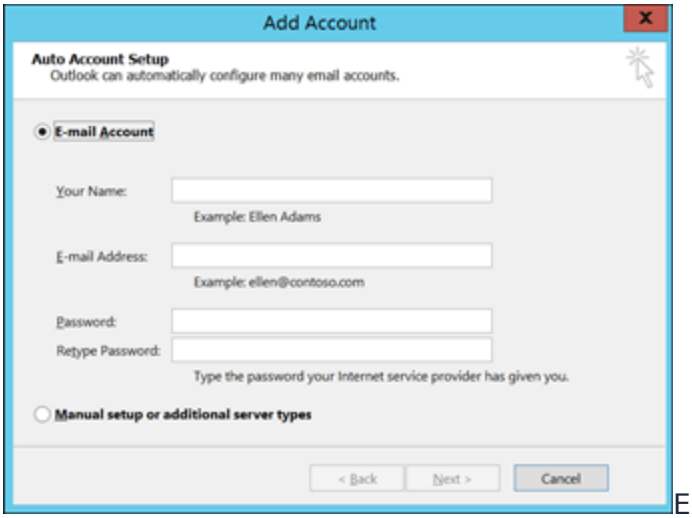
Windows · https://cleversupport.ca/docs/windows/add-an-email-account-to-classic-outlook/

These steps are the same whether you are adding your first email account or additional email accounts to Outlook.

1. Select **File** > **Add Account**. 

(If you don't see a **File** tab, perhaps you are using New Outlook for Windows. Go to New Outlook for instructions."
2. What you see next depends on your version of Microsoft 365 and **Outlook 2016, 2019, or 2021** 

Enter your email address and click **Connect**. **For Outlook 2013 and Outlook 2010**



Enter your name, email address, and password, and click **Next**.

3. If prompted, enter your password again, then select **OK** > **Finish** to start using your email account in Outlook.