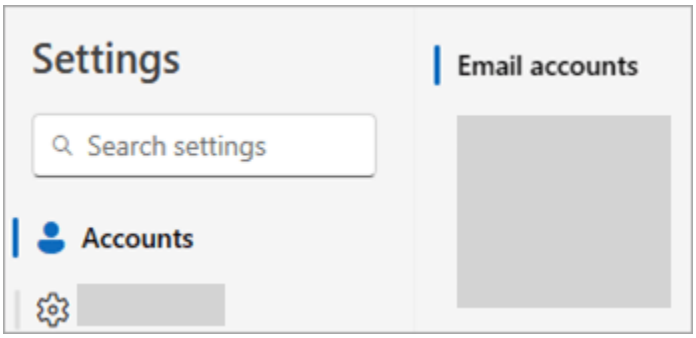
Add an email account to New Outlook

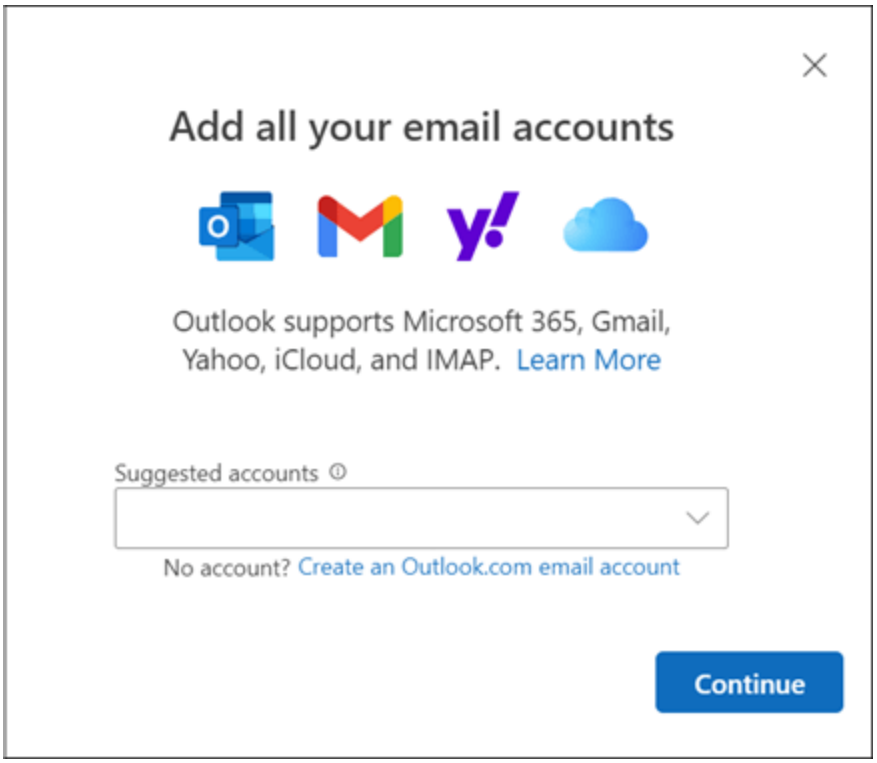
Windows · https://cleversupport.ca/docs/windows/add-an-email-account-to-new-outlook/

Add a new account, or manage existing accounts

1. On the **View** tab, select **View settings**.
2. Select **Accounts** > **Email accounts**.



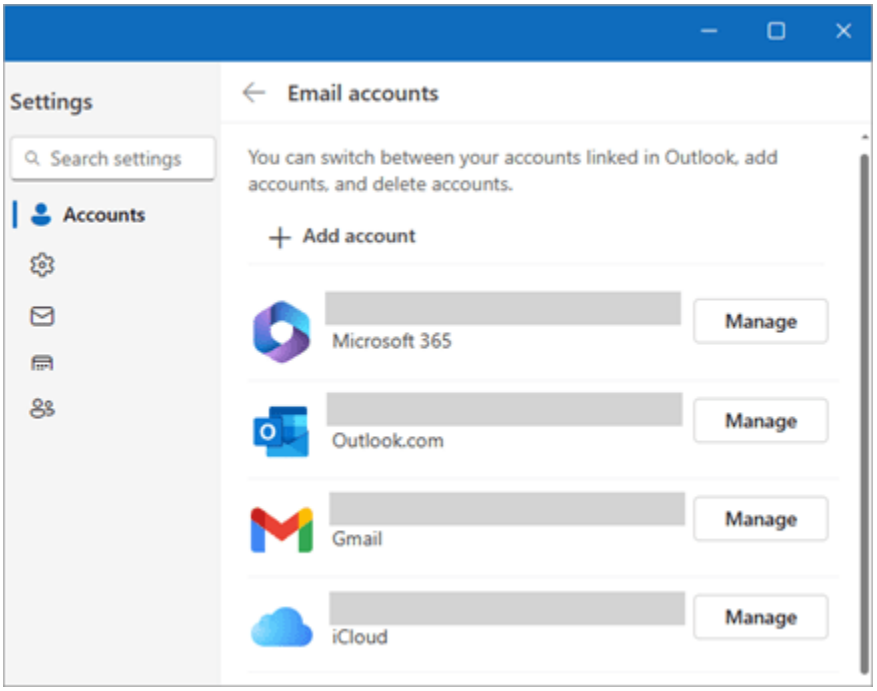
3. You can now add a new account, or manage or delete existing accounts. **Note:** Some third-party email providers, like Gmail, Yahoo, and iCloud, require you to change some settings on their websites before you can add these accounts to Outlook. **To add an account:**
   a. Select **Add Account**, select a suggested account from the dropdown menu or enter a different email address, and select **Continue**.



b. If prompted, enter your password for the account and select **Done**.

To delete or manage an account:

a. In the **Email accounts** section, find the account you want to delete or manage, and then beside the account name, select **Manage**.



b. Under Account details, select an option such as **Remove**, or **Set as primary account**.

c. When you're finished, select **Return to accounts page**, or close the **Settings** window.