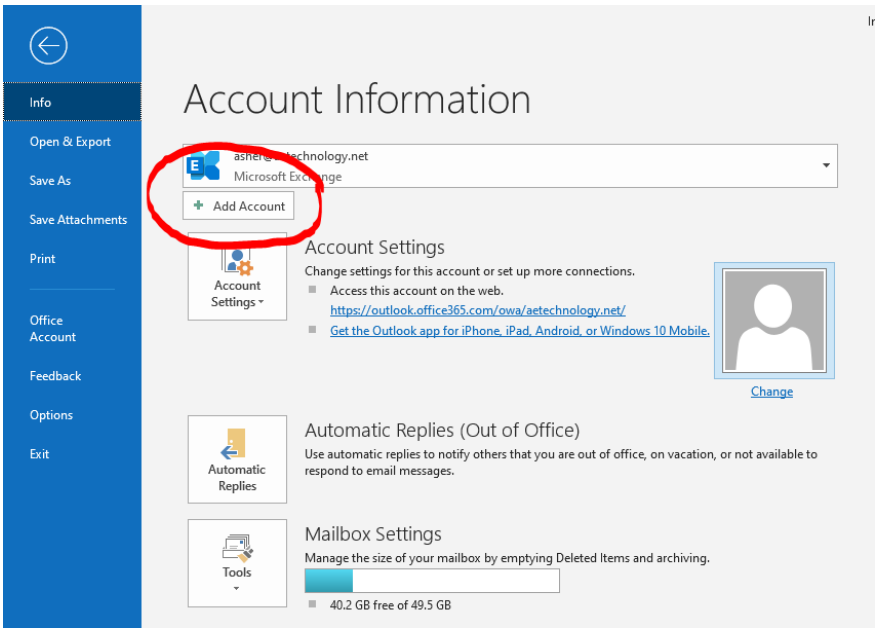
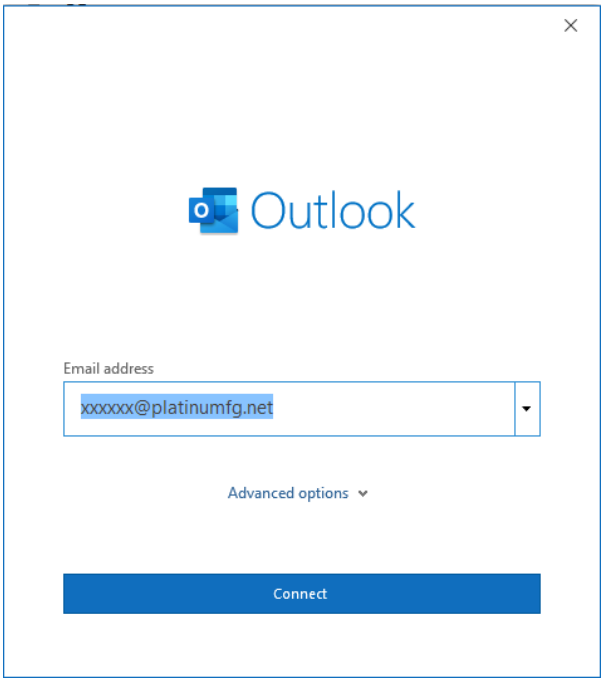
Add Email account to Existing Outlook Profile

1) Open Outlook and click on the File menu in the top-left corner

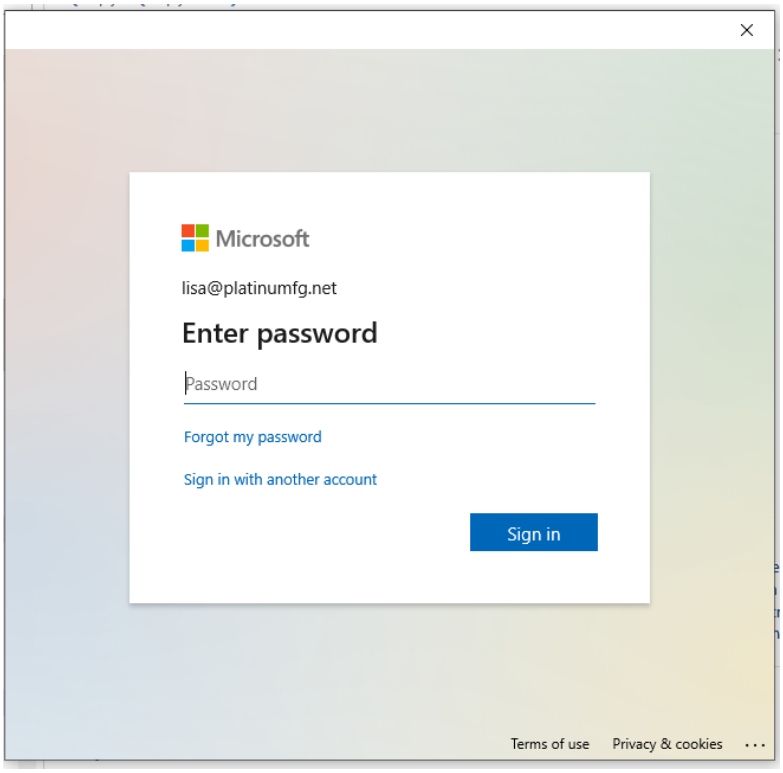
2) Click on the Add Account button



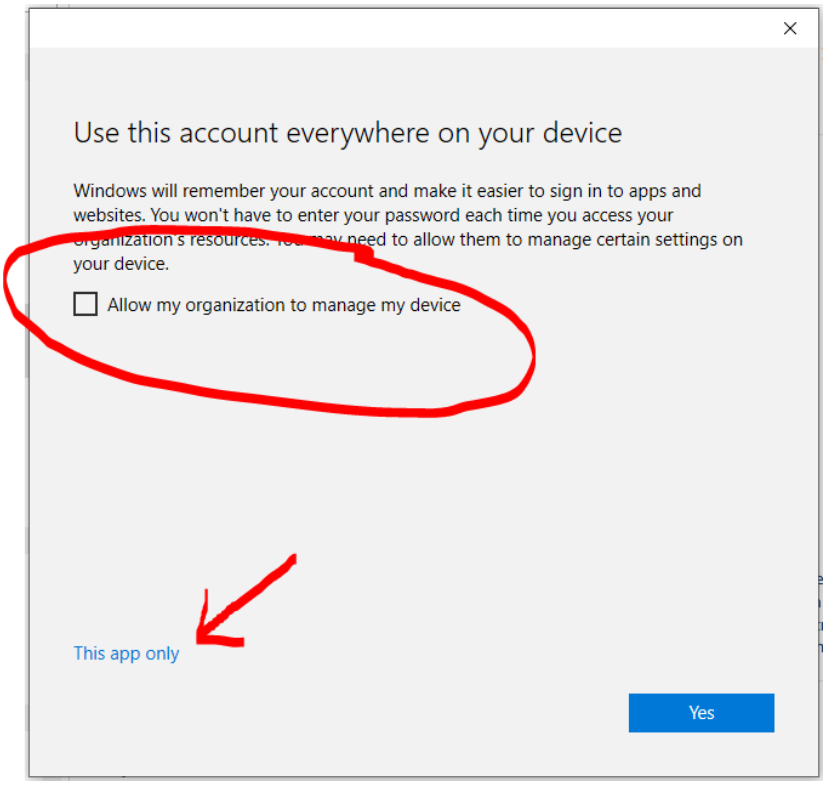
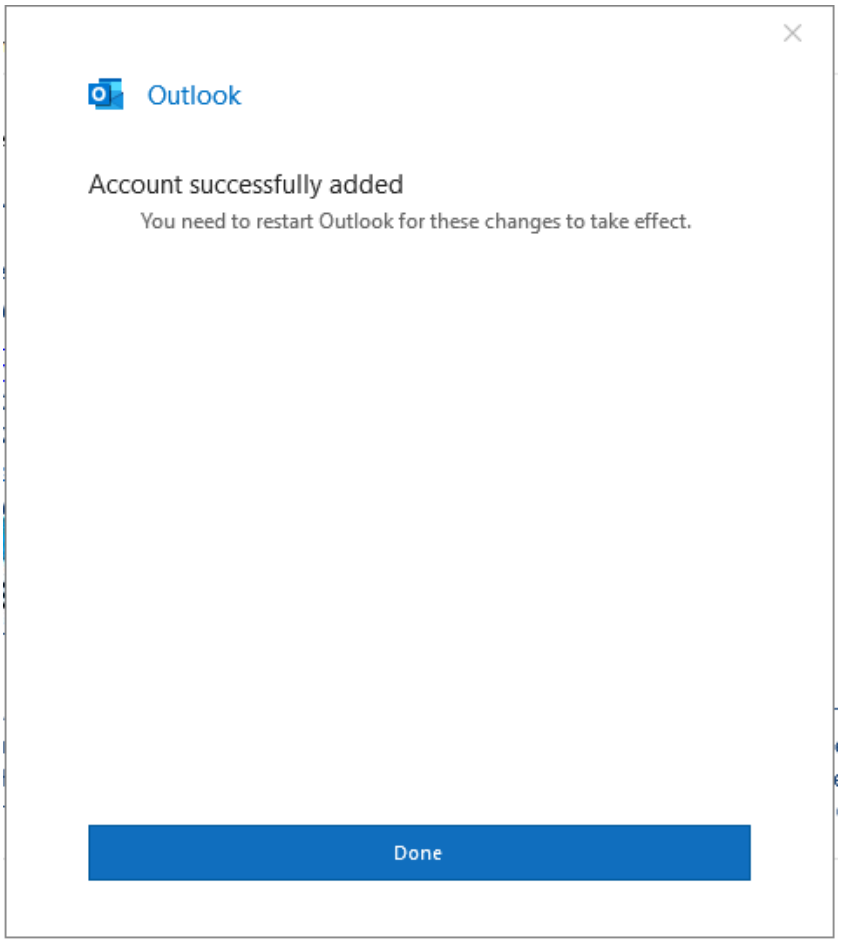
3) Type in your new email address and click the Connect button.



4) Type in your password and click the Sign in button



5) If the following screen appears, uncheck the box and click “This app only”



6) Click the Done button.