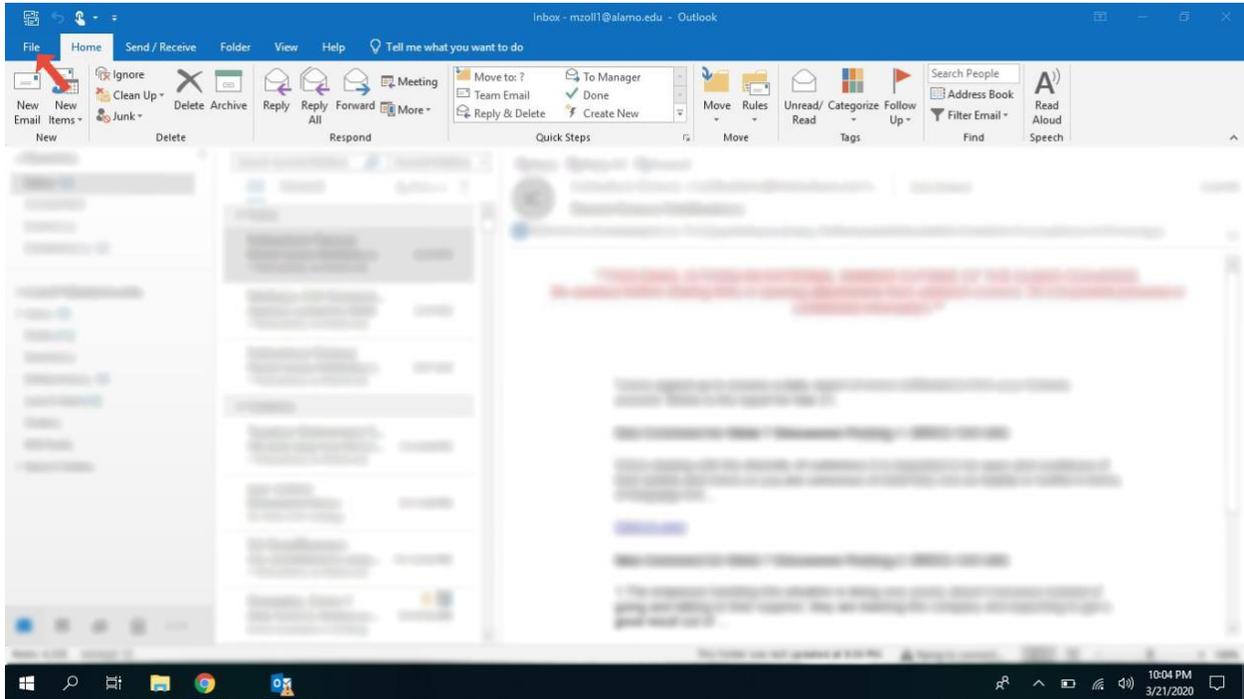
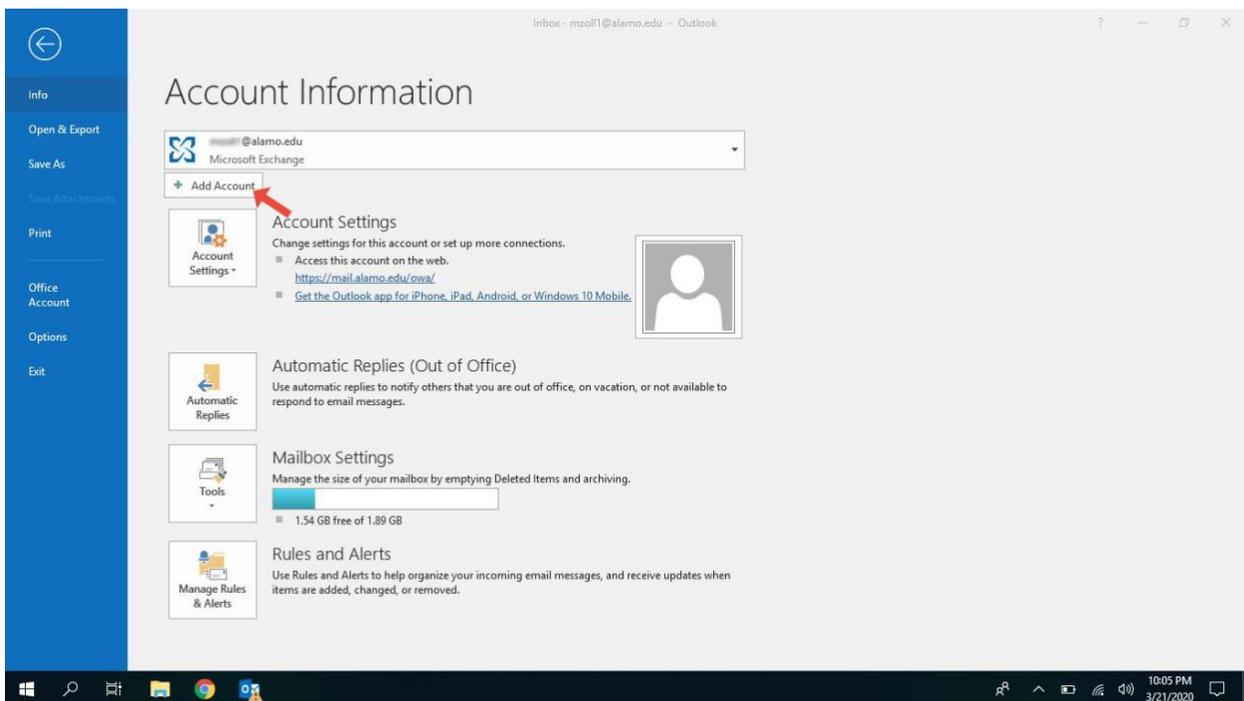


How to Install a second Outlook account.

Step 1: Open Outlook and click on file.



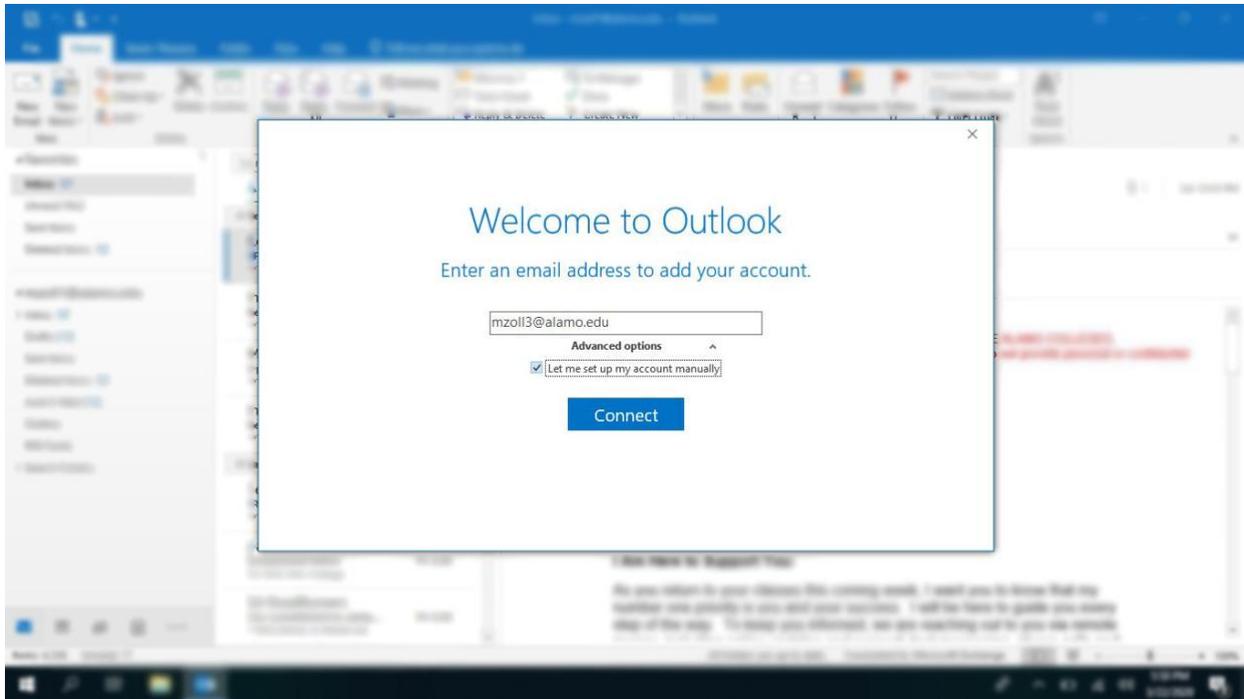
Step 2: Click on add account



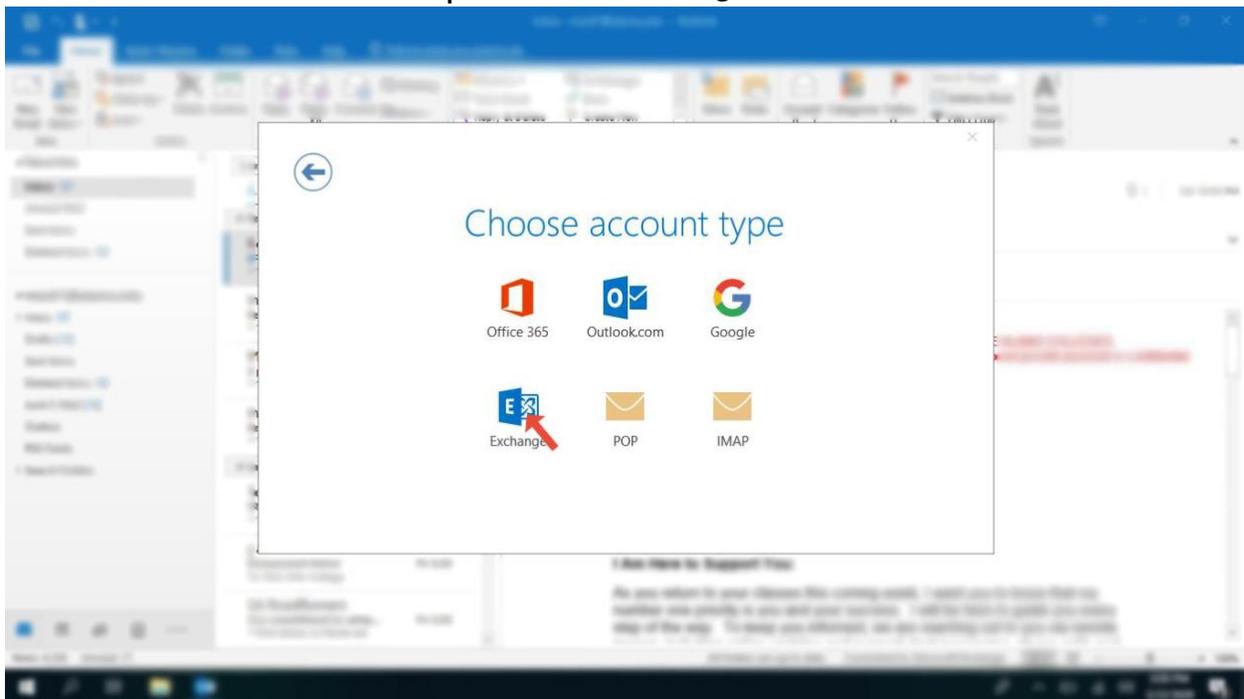
Step 3: Type the group email address.

Click Advance Options

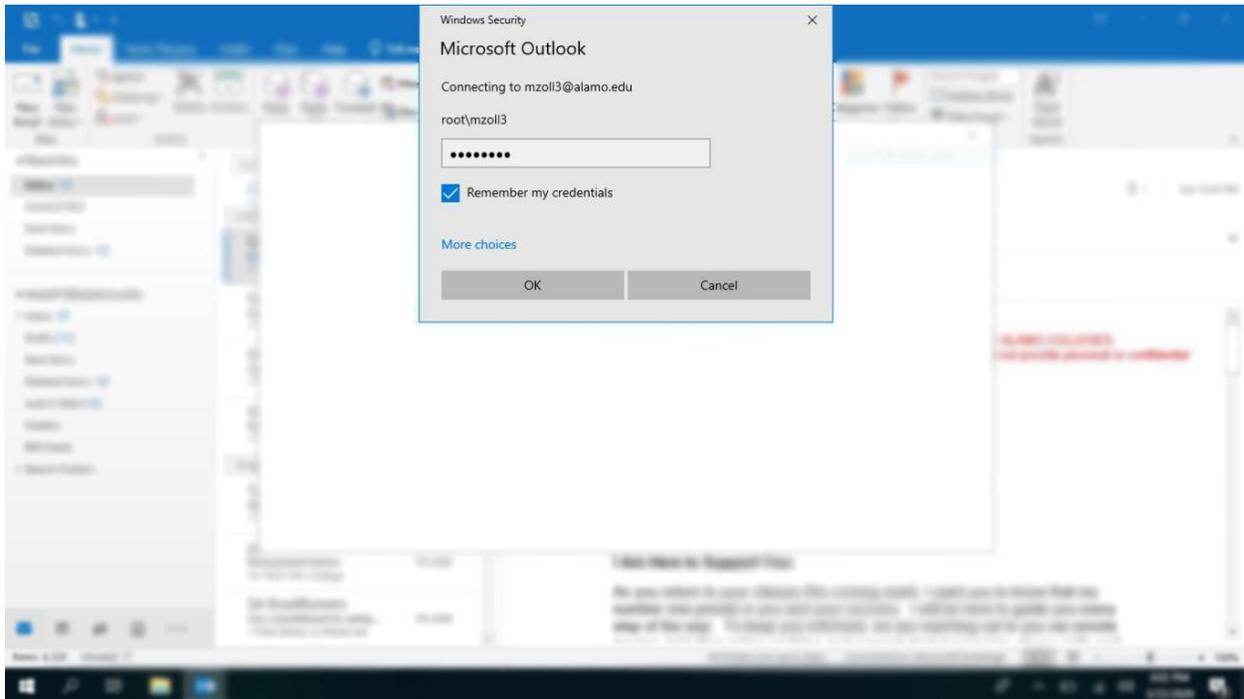
Check the box



Step 4: Click on Exchange Account



Step 5: Enter root\username
Password: Will be provided by department



Step 6: You are all set!

