Add a Second Email Account to Your Outlook on the Web

This article covers how to add a second email account to your Outlook on the Web.

⚠️ The account must have been shared with you through Outlook permissions (e.g., delegate access) for these steps to work.

If you don't have Outlook permissions, you will need the username and password to log in through Outlook on the Web in a separate window or web browser.
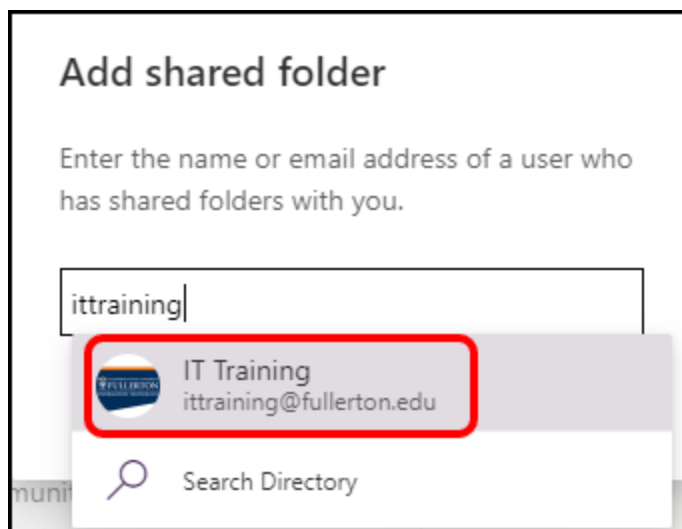
1. Log in to Outlook on the Web.

View detailed instructions on how to access Outlook on the Web.

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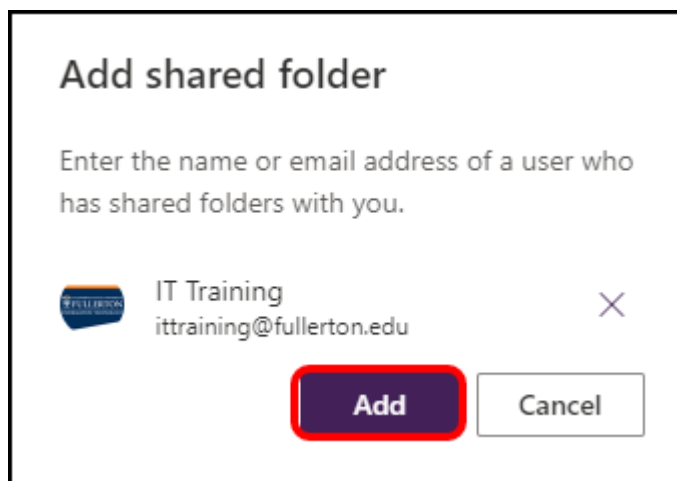
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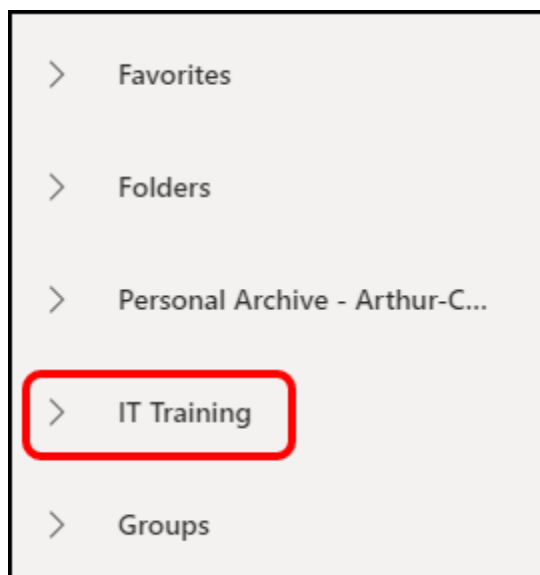## 2. Right-click (or Control + click on a Mac) on the Folders link in the left pane. Then choose Add shared folder.
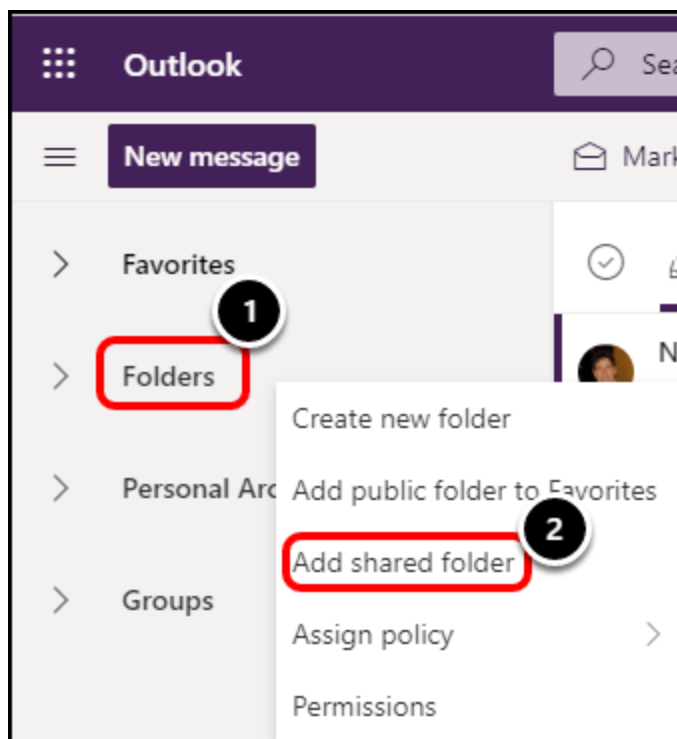
3. Enter the name or email address of the account that you want to add. Select the correct account from the list of results.

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4. Then click Add.

5. The account now appears in your left pane. Click on it to expand and view the folders.

Need More Help?

Contact the IT HelpDesk at helpdesk@fullerton.edu or 657-278-7777.

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