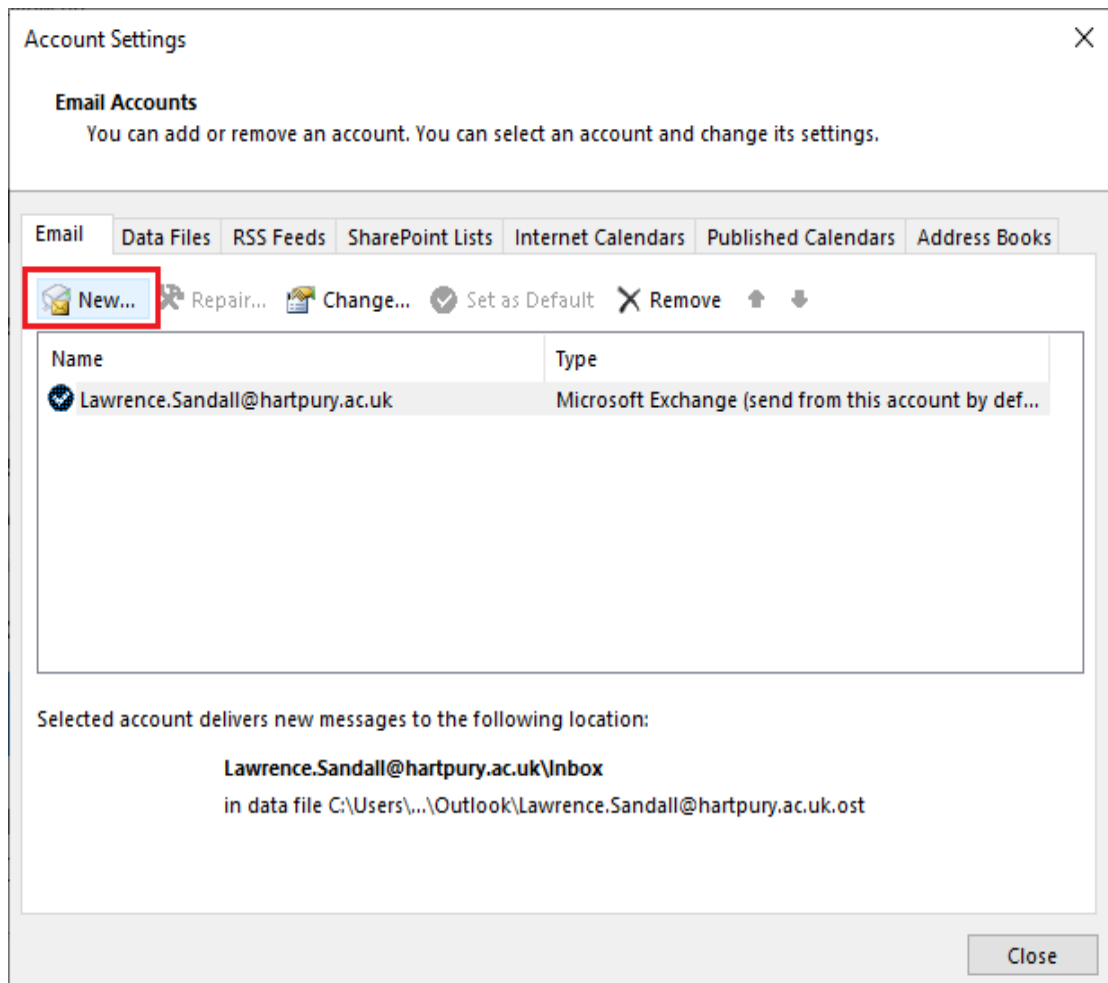
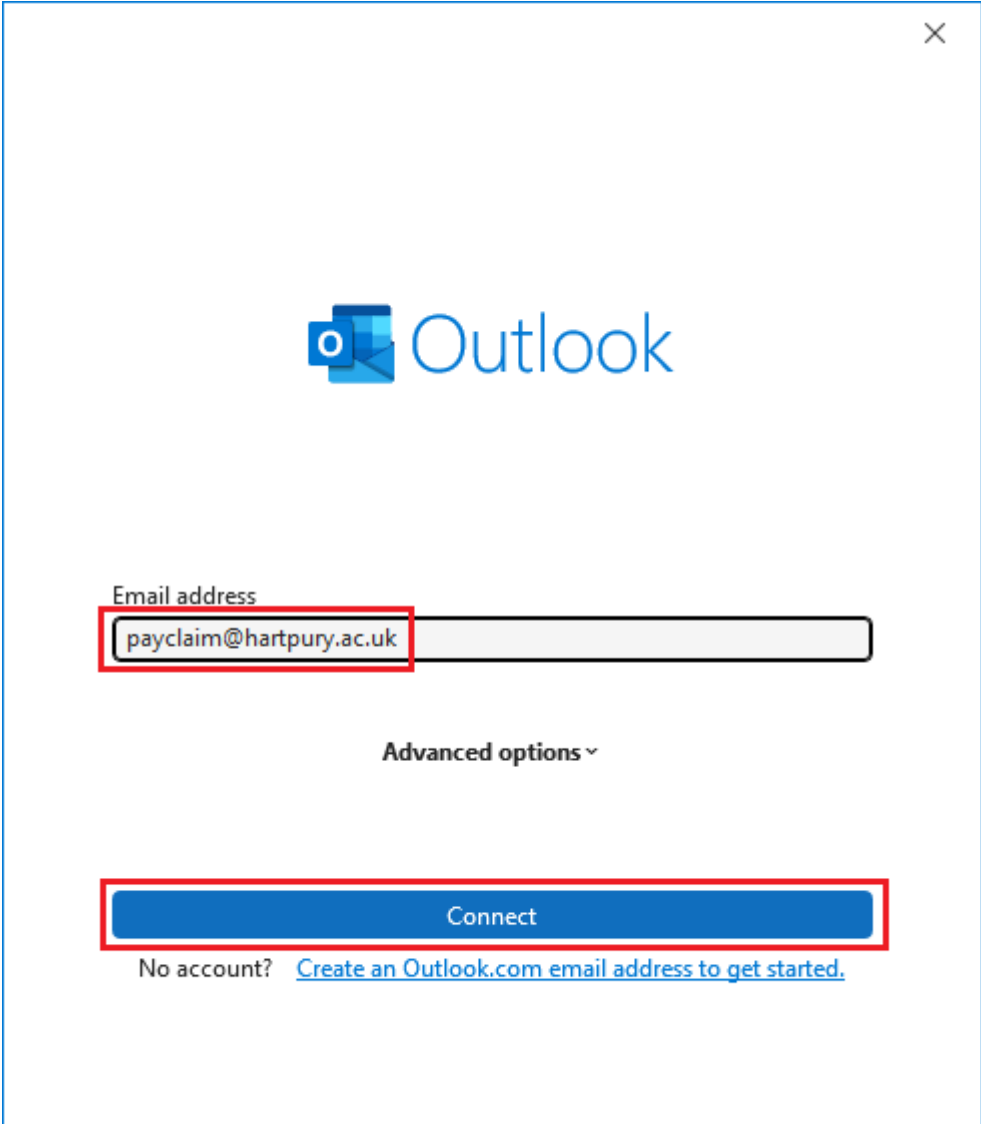


Adding a Mailbox to Outlook

1. Open Outlook and click on the **File** tab on the top-left of the screen.
2. Click on **Account Settings** → **Account Settings** → **New**.



3. Enter the email address of the mailbox that you would like to add (in this example it is *payclaim@hartpury.ac.uk*), then click on **Connect**.



The image shows a screenshot of the Outlook application window. At the top right is a close button (X). In the center is the Outlook logo. Below the logo is a text input field labeled "Email address" containing the text "payclaim@hartpury.ac.uk". Below the input field is a link labeled "Advanced options" with a downward arrow. At the bottom is a blue button labeled "Connect". Below the button is a link that says "No account? [Create an Outlook.com email address to get started.](#)". Red rectangular boxes highlight the email address input field and the "Connect" button.

✕

 Outlook

Email address

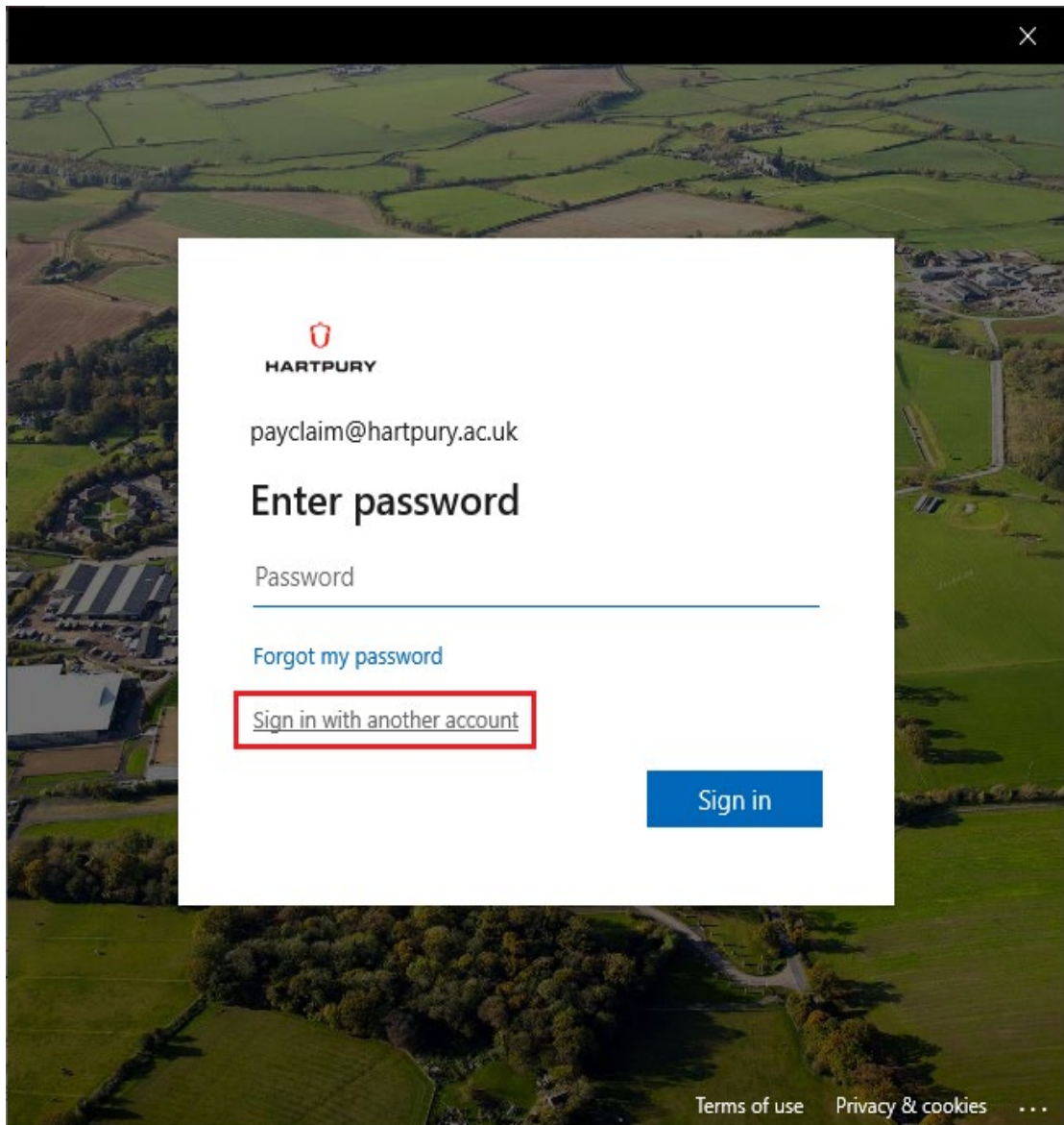
payclaim@hartpury.ac.uk

Advanced options ▾

Connect

No account? [Create an Outlook.com email address to get started.](#)

4. Click on **Sign in with another account**.



✕


HARTPURY

payclaim@hartpury.ac.uk

Enter password

Password

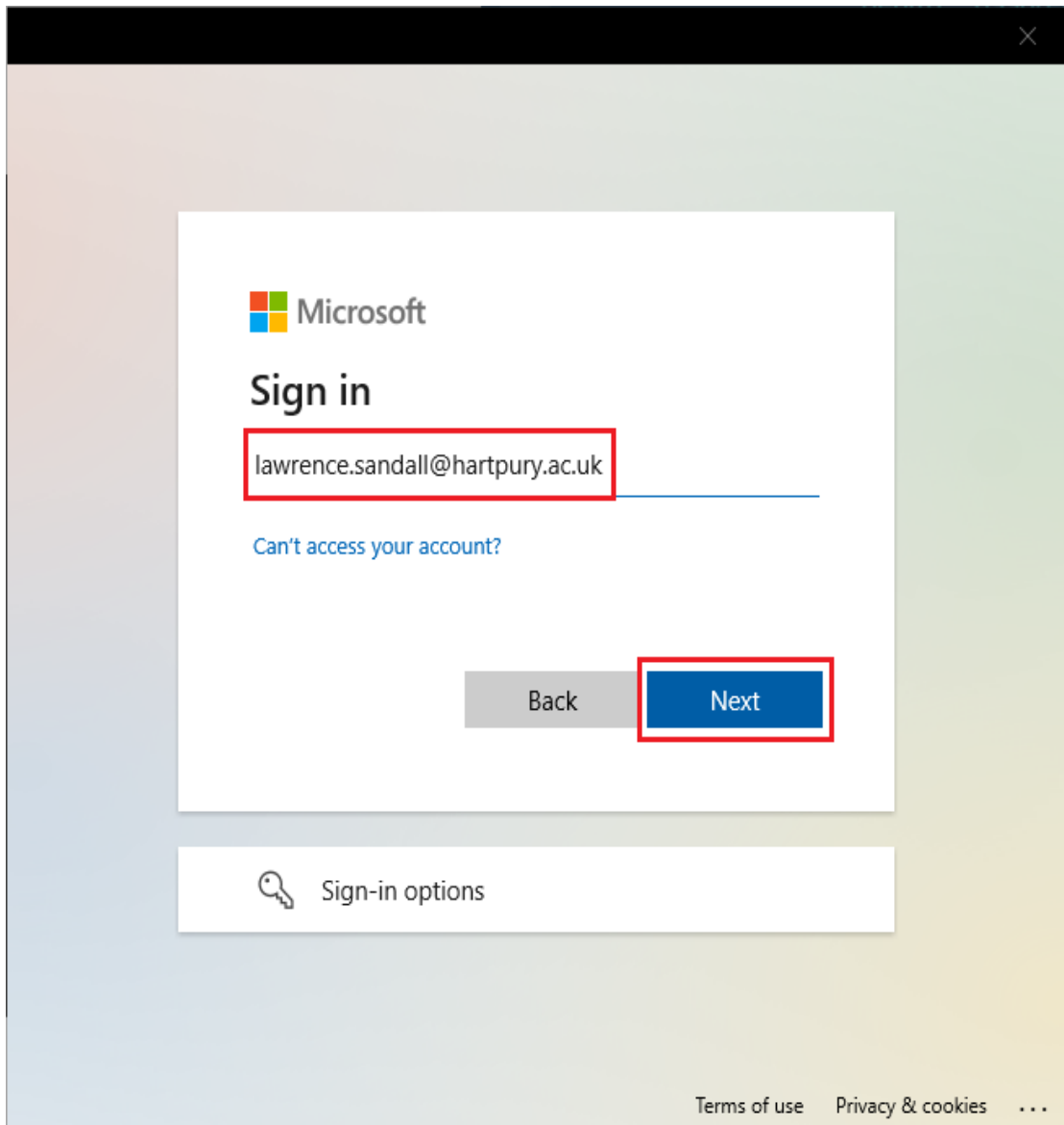
[Forgot my password](#)

[Sign in with another account](#)

Sign in

[Terms of use](#) [Privacy & cookies](#) ...

5. Replace the email address with **YOUR** Hartpury email address, then click on **Next**.



A screenshot of a Microsoft sign-in window. The window has a black title bar with a close button (X) in the top right corner. The main content area has a light gray background. In the center, there is a white rectangular box containing the Microsoft logo and the text "Sign in". Below the text, there is a text input field with the email address "lawrence.sandall@hartpury.ac.uk" entered. A red rectangular box highlights the input field. Below the input field, there is a link that says "Can't access your account?". At the bottom of the white box, there are two buttons: a gray "Back" button and a blue "Next" button. The "Next" button is highlighted with a red rectangular box. Below the white box, there is a white rectangular box with a key icon and the text "Sign-in options". At the bottom right of the window, there are links for "Terms of use", "Privacy & cookies", and a three-dot menu.

Microsoft

Sign in

lawrence.sandall@hartpury.ac.uk

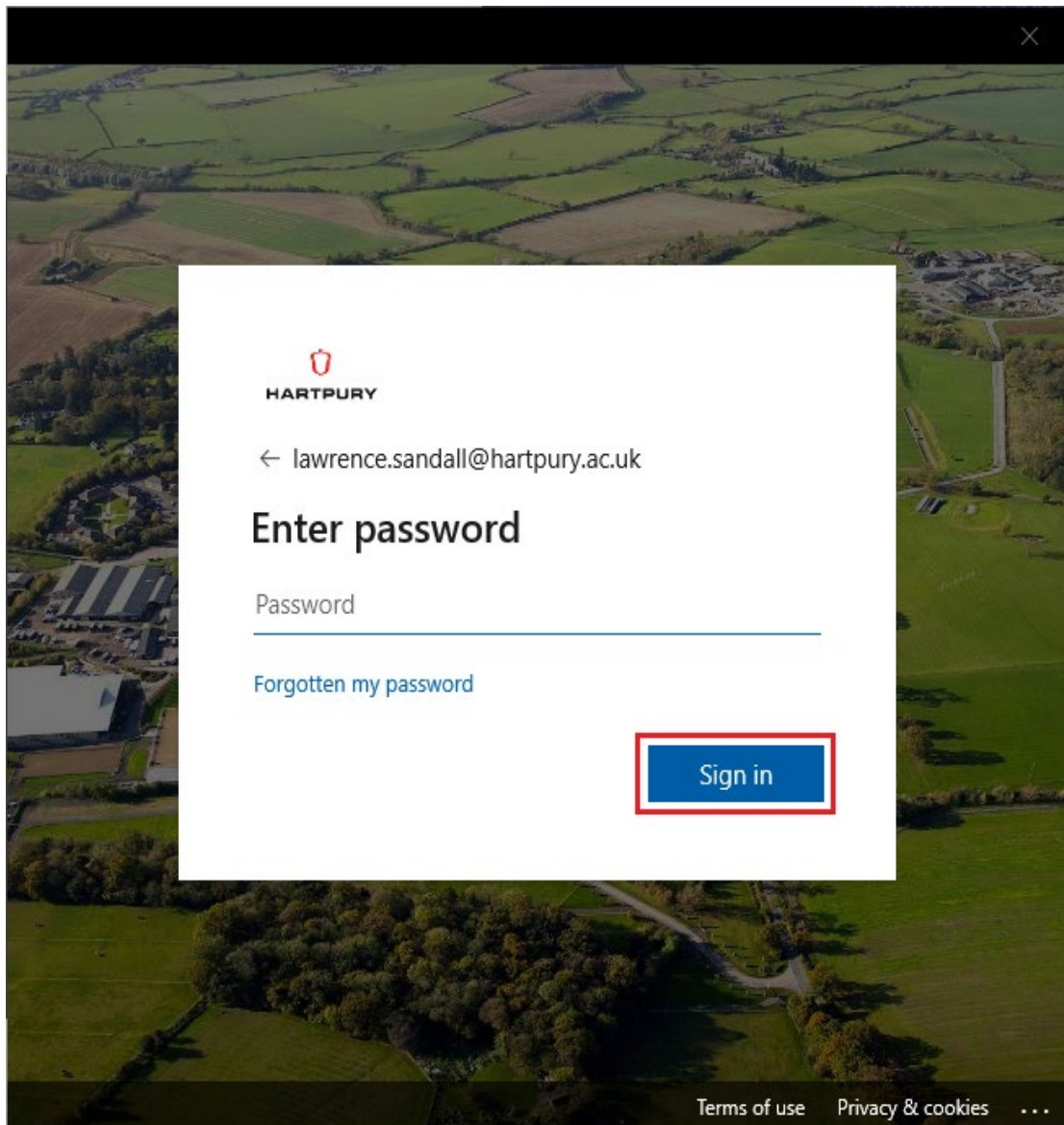
[Can't access your account?](#)

Back Next

 Sign-in options

[Terms of use](#) [Privacy & cookies](#) ...

6. Enter your password, then click on **Sign in** → **Done**.



7. Close the *Account Settings* window, then close and reopen Outlook; the mailbox should be present in the left-hand pane.