Adding a departmental email profile to Outlook

Open Control Panel

Type Mail in Search Box

Click Mail

Click on Add
Type the name you would like the Profile to be called

Click Okay

On the next screen you'll see a box that is auto filled with your email info

- Enter in the name of the department email
- Delete your email and add the department email you're accessing (and have permission to)
- Leave the password box blank
- Click next

A box will appear, click on sign on with another account
Type your Yale email, click next

Type your Yale password

Enter password

The box will close and it will attempt to connect to the department email
Click Finish, and back at the Mail options window make sure "Prompt for a profile to be used" is checked and click Apply.

Launch Outlook and it will prompt for the profile you'd like to use.