Adding a departmental email profile to Outlook

Open Control Panel

Type Mail in Search Box

Click Mail

Search Windows Help and Support for "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
Enter password

Password

Forgot my password

Sign in with another account

Sign in

Please sign in using your first.last@yale.edu email address to access this service. If you need assistance, please contact the ITS helpdesk at 203-432-9000. Access to this service is subject to the terms of the Yale IT Appropriate Use Policy.

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Type your Yale email, click next

Microsoft

Sign in

your email @yale.edu

Can't access your account?

No account? Create one

Back Next

Type your Yale password

Enter password

Password

Forgot my password

Sign in

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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.