Adding a departmental email profile to Outlook

1. Open Control Panel

2. Type Mail in Search Box

3. Click Mail

4. Click on Add

5. 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

Microsoft

Sign in

your email @yale.edu

Can't access your account?
No account? Create one

Back Next

Enter password

Password

Forgot my password

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 Acceptable Use Policy.

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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.