

secure | smart | office

Add an email account to Outlook

Outlook for Office 365, Outlook for Office 365 for Mac, Outlook 2019, Outlook 2016, More...

There are many different types of email accounts you can add to Outlook, including Office 365, Gmail, Yahoo, iCloud, and Exchange accounts.

Some third-party email providers, like Gmail, Yahoo, and iCloud, require you to change some settings on their websites before you can add these accounts to Outlook.

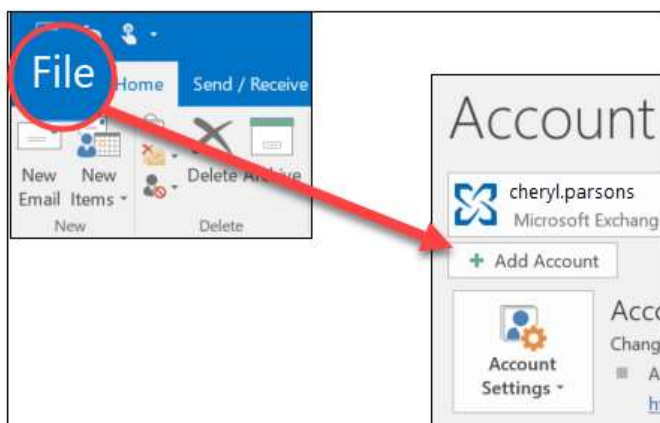
Outlook for PC

Outlook for Mac

Mobile email

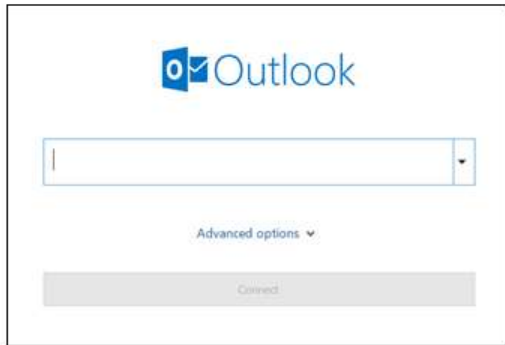
These steps are the same whether you're adding your first email account or additional email accounts to Outlook.

1. Select **File** > **Add Account**.



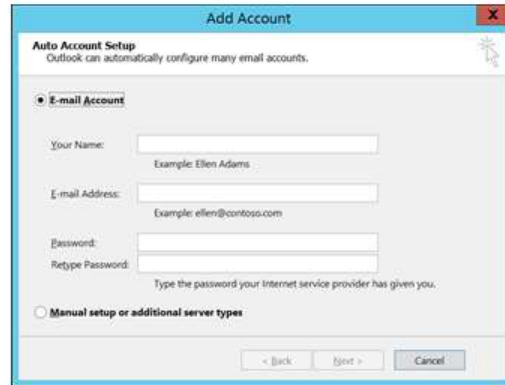
2. What you see next depends on your version of Outlook.

For Outlook for Office 365 and Outlook 2016



Enter your email address and click **Connect**.

For Outlook 2013 and Outlook 2010



Enter your name, email address, and password, and click **Next**.

3. If prompted, enter your password again, then select **OK** > **Finish** to start using your email account in Outlook.