

# Using multiple accounts in Outlook

To open another email account in Outlook.com

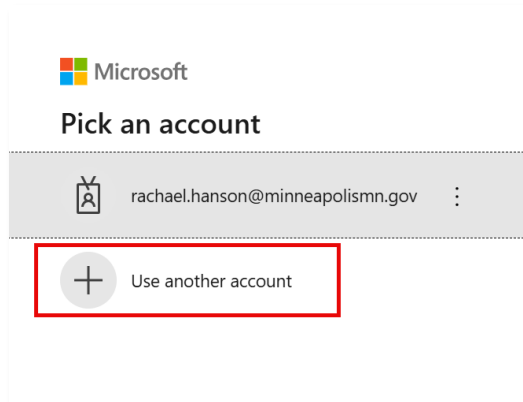
1. **Open Outlook** and go to **your profile** (round initial(s) or picture) in the top-right corner.



2. Select **Open another mailbox**.
3. Type in the **email address** for that email account.
4. Click **Open**.

OR

1. From the **login** screen, select **Use another account**.



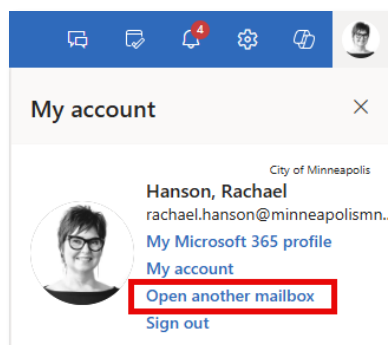
2. A new browser window will open with the email account.

## To switch accounts when in Outlook.com

1. Go to your profile.



2. Select **Open another mailbox**.



# Using multiple accounts in Outlook

## To open another account in the Outlook phone app

1. Open the **Outlook** app.
2. Enter your password, if asked.
3. Enter the Authenticator code, if asked.
4. Tap the **Home** icon.



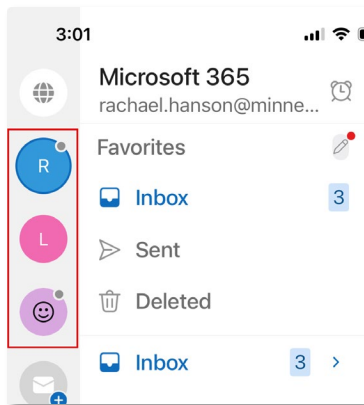
5. Tap the **Gear** icon.



6. Under **General**, select **Accounts**.
7. Tap Add Account.
8. Select Email Account.
9. Enter the **email address** of the account to add.
10. Tap Add Account.
11. Follow the prompts to sign into that email account, if requested.
12. Once the account is set up, you will be brought back to the Accounts screen. **Close this screen.**

## To switch between accounts on your phone app

1. Tap the **Home** icon.
2. From the menu that opens, **tap the icon** for the account you want to use.



3. If you want to change the color or image in the icon, do the following:
4. Go to the gear icon in the bottom of the menu.