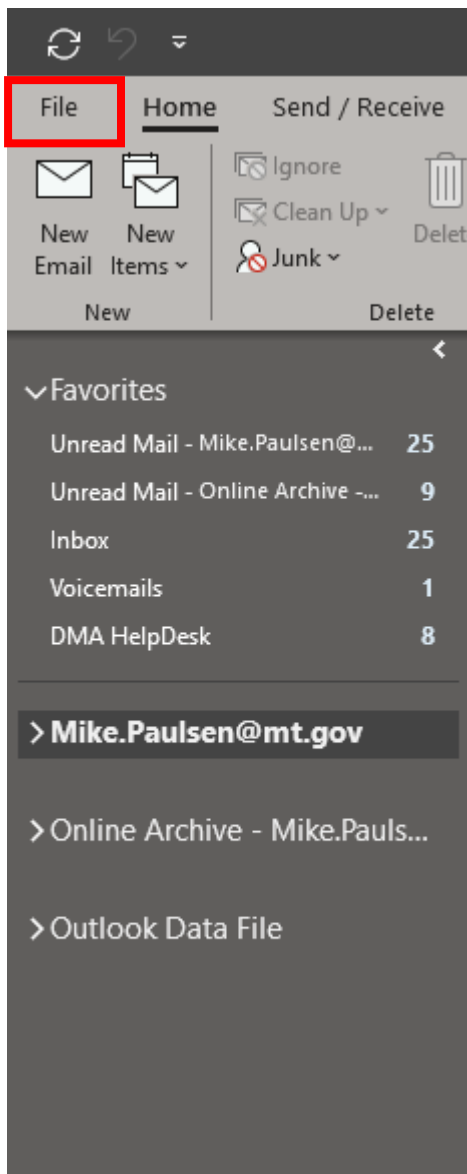# Adding another user's email to Outlook on PC

If you do not see the user's mailbox you are trying to access in your mailbox list:
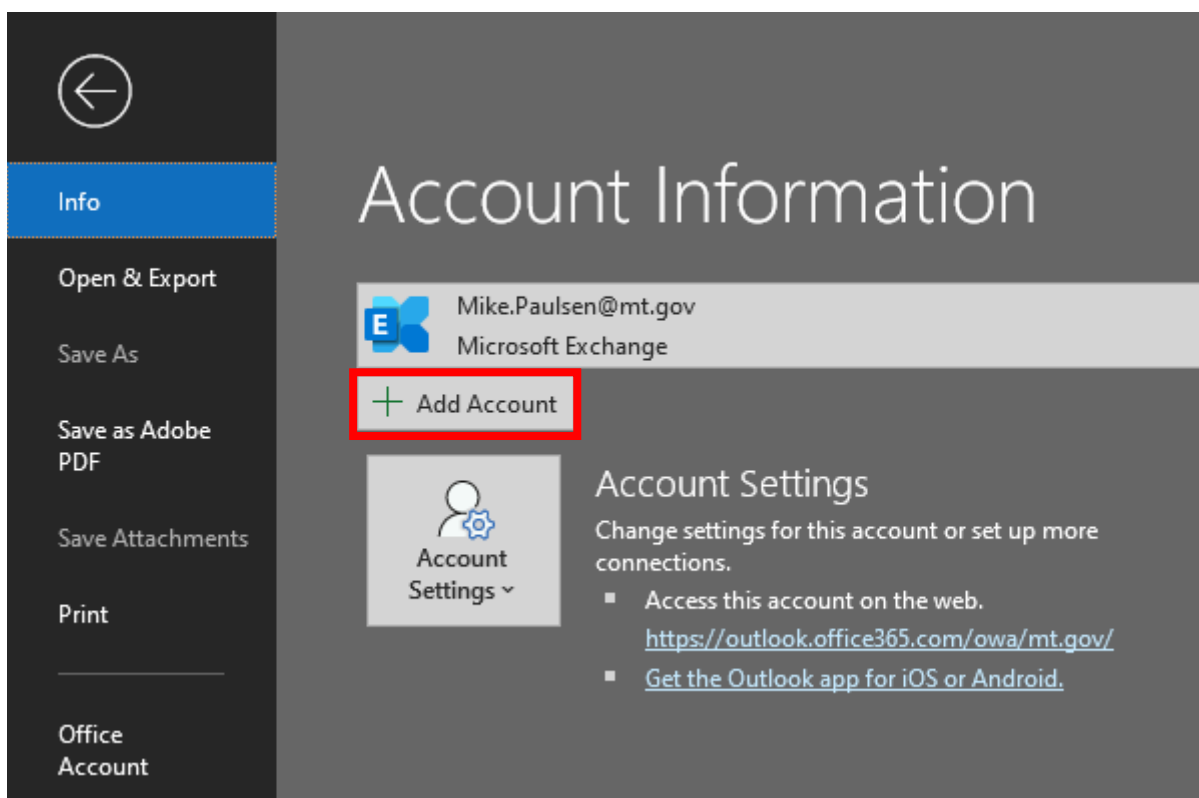
First, you need to be given access to the mailbox. Ask your supervisor to submit the request to the IT Security Manager if you don't have access.

If the employee is no longer with the agency, this process is automatic via SITSD.

1. Click File;

2. Click + Add Account;

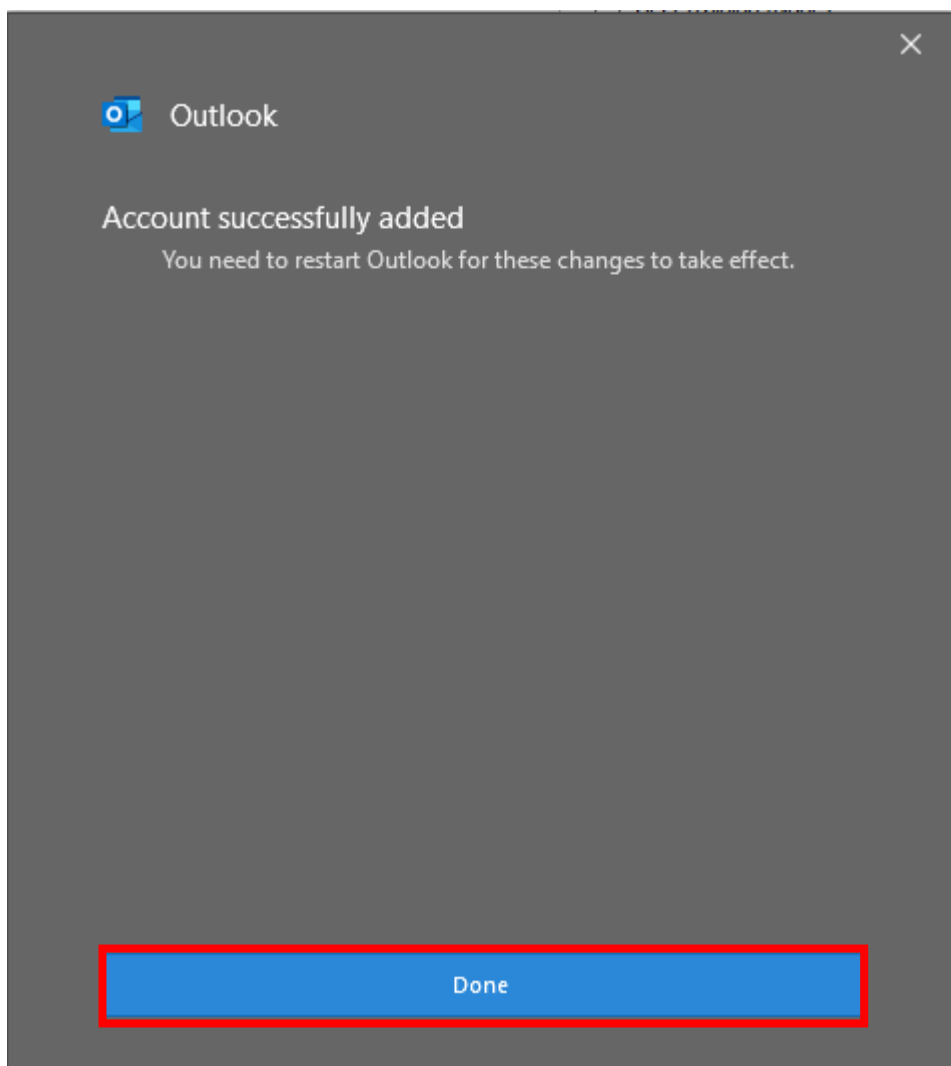3. Enter the user's email address in the Email address field, and click Connect; *In this case, we are using mtdes@mt.gov*
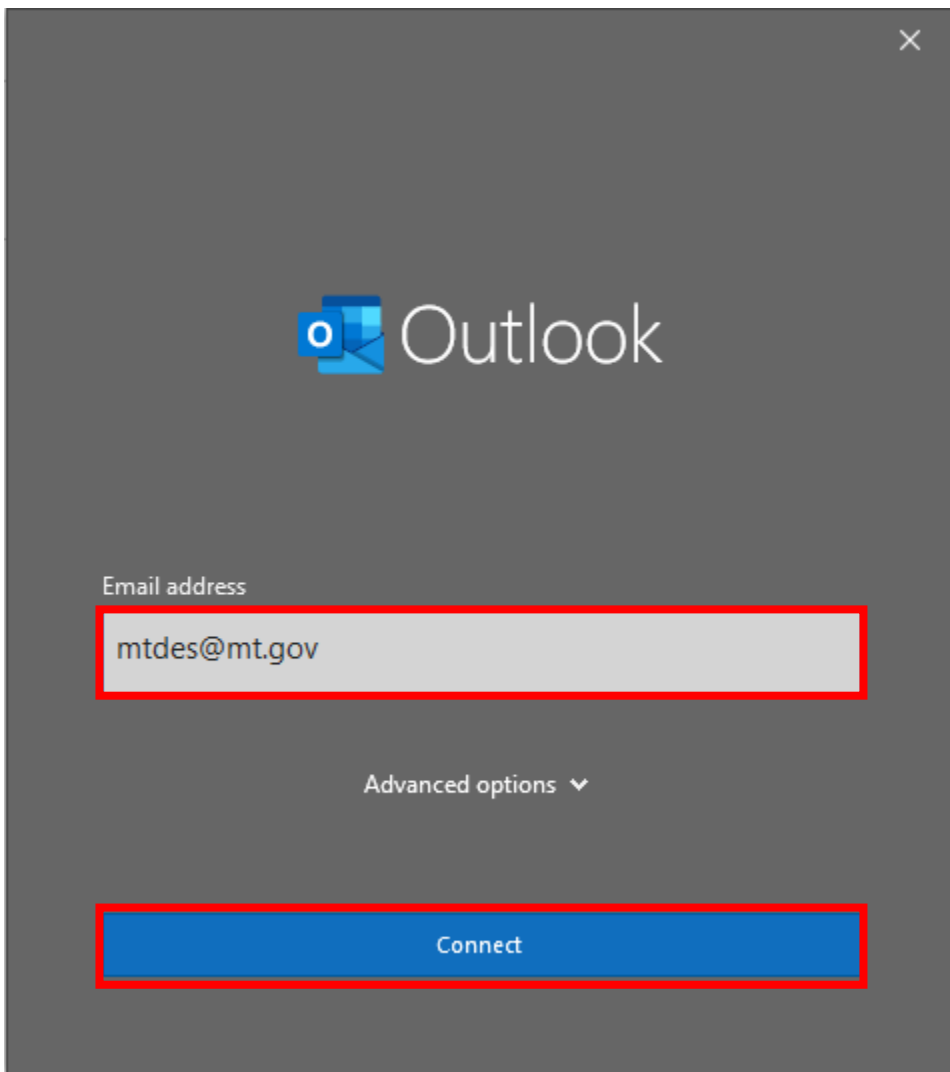
4. Click Microsoft 365;
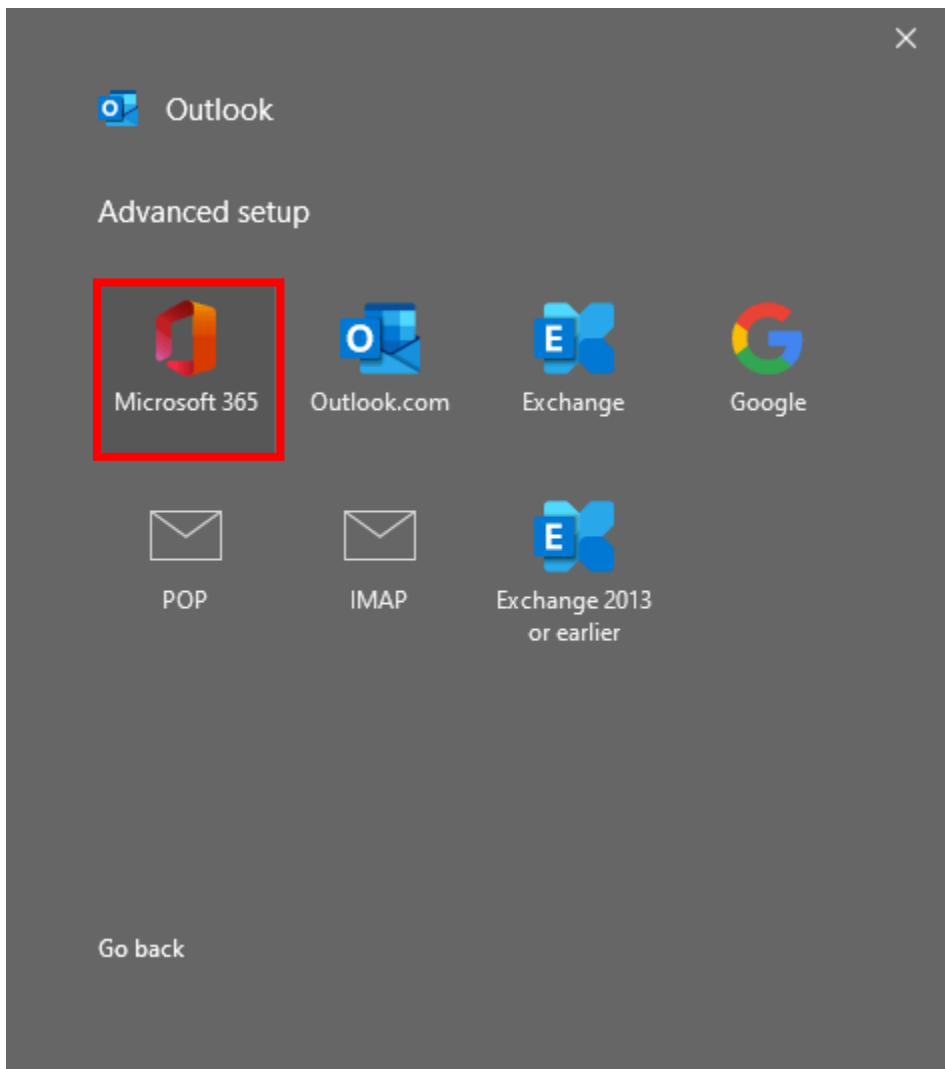
5. Success! Click Done and restart Outlook;

6. You should now see the user's email boxes in the list.