How to: Add your TechMail account or a functional mailbox in Outlook for Windows

Solution

Close Outlook. Open the Mail applet in the Control Panel and click E-mail Accounts > New. Follow the on-screen instructions to add a new mailbox. If prompted to authenticate, use your own TechMail address as the username, and use your eRaider password as the password. This includes authenticating to a functional mailbox.

Details

The following steps will help you configure your personal TechMail account or a functional mailbox in Outlook. If you are adding a functional account using this method, you will be able to perform tasks such as sending emails or meeting requests from the functional mailbox.

⚠️ CAUTION: Do not use the method below to add two mailboxes to the same Outlook profile if one email account is a manager and the other is a delegate for that person. This configuration is not supported by Microsoft and may result in problems. Instead, you can use an alternate method to add an additional mailbox under your existing account.

1) Close Outlook if it is open.

2) Access the Control Panel in Windows.

3) Click Mail.

4) Click E-mail Accounts.
5) Click **New**.

6) Type in the following information, and then click **Next**.

- **Your Name**: Type in any name. The name will be automatically replaced by the name of the mailbox after configuration.
- **E-mail Address**: Type the full email address of the TechMail account that you wish to add.
- **Password**: Type your eRaider password.
- **Retype Password**: Type your eRaider password again.
7) You may be prompted to authenticate. If so, type your personal TechMail address as the username, and type your own eRaider password as the password. Then, click OK. (If you are adding a functional mailbox, delete the functional mailbox address and type your own address.)

8) If prompted about auto-discover, click Allow.

9) Outlook will configure the account. Once configured, click Finish.
10) Click **OK**.

11) Close and re-open Outlook for the changes to take effect.

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**OUTCOME**

The TechMail account will be added to Outlook.

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**Solution Properties**

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