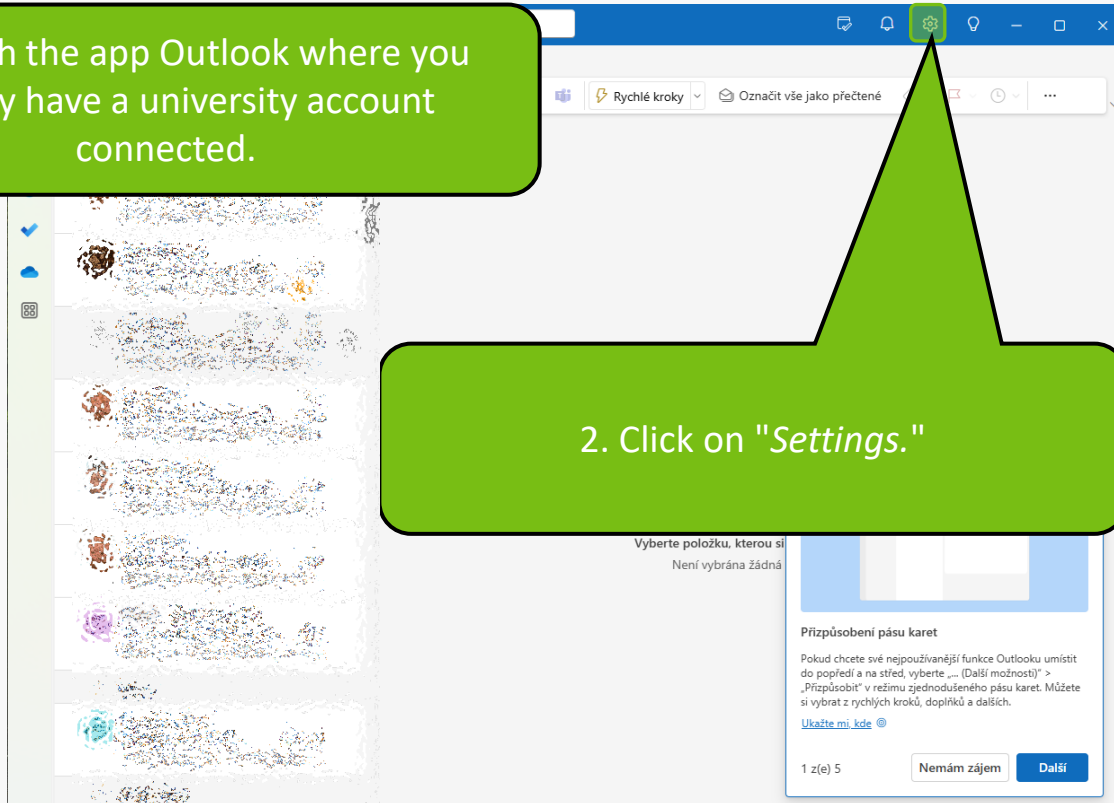


How to add another account in Outlook app

Add a personal account, for example Gmail, to Outlook

1. Launch the app Outlook where you already have a university account connected.



2. Click on "Settings."

Settings

Search settings

Accounts

General

Mail

Calendar

People

Your accounts

Automatic replies

Signatures

Categories

Mobile devices

Storage

Your accounts

Email accounts

View and manage all of your email accounts added into Outlook

Add account



Microsoft 365

@mendelu.cz

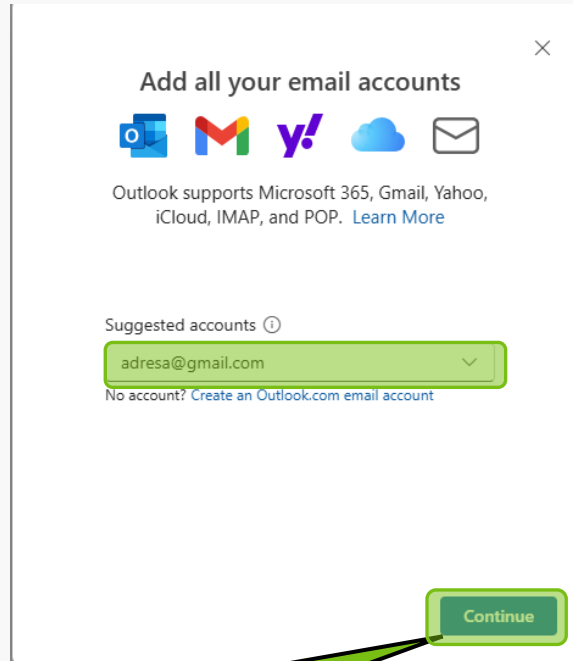
Manage

Additional Microsoft accounts

Sign in to activate subscriptions from accounts that don't have a Microsoft mailbox - either personal Microsoft accounts set up with a non-Microsoft email address (Gmail, Yahoo, etc.) or accounts provided by your work or school.


+ Add

Click "Add Account."



Enter your personal email in the *Suggested Accounts field*. Click *"Continue."*



 Sign in with Google

Sign in

Continue to application [Microsoft apps & services](#)

E-mail or phone

adresa@gmail.com

Forgot your email?

By using Microsoft Apps & Services, review its privacy policy and terms of service.

Another


Czech

[Help](#)

[Privacy](#)

[Conditions](#)

You will be redirected, then re-enter the email address you want to add.

 Sign in with Google

Sign in to Microsoft apps & services

@gmail.com ▼

By continuing, Google will share your name, email address, language preference and profile picture with Microsoft apps & services. See Microsoft apps & services's [privacy policy](#) and Terms of Service.

You can manage Sign in with Google in your [Google Account](#).

Cancel

Continue

English (United Kingdom) ▼

[Help](#)

[Terms](#)

Click "Continue."

Microsoft apps & services wants access to your Google Account

Microsoft apps & services already has some access

See the [9 services](#) to which Microsoft apps & services has some access.

Make sure that you trust Microsoft apps & services

[Learn why you're not seeing links to Microsoft apps & services's Privacy Policy or Terms of Service](#)

Review Microsoft apps & services's [privacy policy](#) and Terms of Service to understand how Microsoft apps & services will process and protect your data.

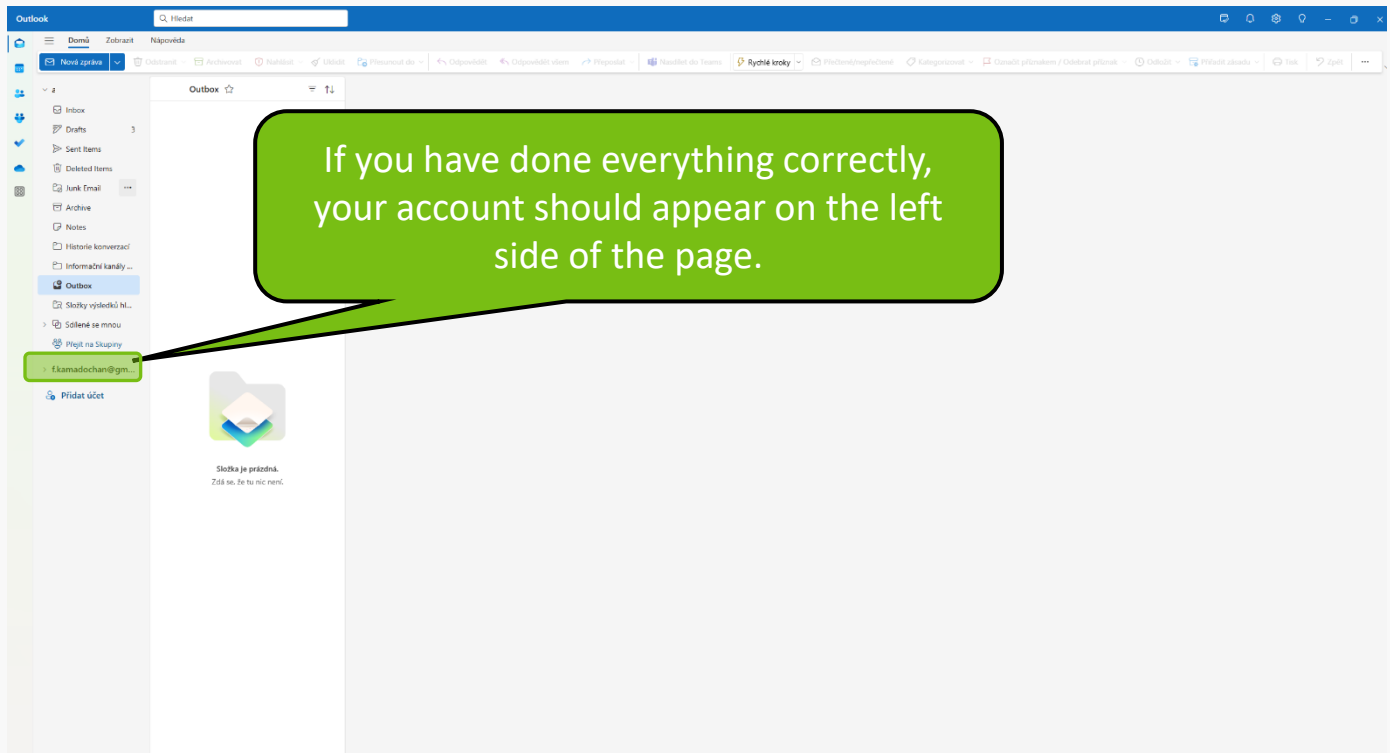
To make changes at any time, go to your [Google Account](#).

Learn more about how Google helps you share data safely.

Cancel

Continue

Read the terms and conditions and permissions carefully. If you agree, click "Continue."



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