

Add multiple CU email accounts to Outlook ^[1]

July 28, 2026 by [ES and UIS Communications](#) ^[2]

Many CU employees are also students or alumni, which often means juggling more than one CU email address. To prevent juggling multiple inboxes, you can add multiple CU email accounts to Outlook and see everything in one place.

Add an additional CU email account to Outlook

1. Open Outlook and click the **File** tab in the top left. Then select **Account info**.

The Outlook **File** option, and Account info on the dropdown is highlighted

2. On the accounts screen, click **Add Account**.

The Outlook **Your accounts** menu, with Add account highlighted

3. Enter the additional CU email address you'd like to add and click **Connect**.
4. Follow the prompts to sign in with that account's credentials. Depending on the account, you may be asked to complete multi-factor authentication.
5. Once connected, click **Done**. The new account will appear as its own section in your folder pane on the left, with its own inbox, sent items and calendar.

You can repeat these steps to add as many CU accounts as you need. Each account stays separate in the folder pane, so you can tell which inbox a message landed in while still only having to open one app to check them all.

Important: The University of Colorado Boulder is *eliminating the alumni email program on Aug. 31, 2026*. Alumni with colorado.edu email addresses should move important files and emails to a personal account before they lose access on that date. New graduates will retain access to their colorado.edu email account for one year following graduation.

[Microsoft](#) ^[3], [Outlook email](#) ^[4], [new employees](#) ^[5]

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