



Affinia – Additional Mailbox

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Introduction

Below is a guide on how to access your new Affinia Microsoft 365 account in multiple ways:

1. Access via Microsoft Edge browser. This will show you how to create a separate *profile* in Edge that is logged into your Affinia account. This will allow you to use this *profile* to access Teams, Outlook and other Affinia Resources without interfering with your Current account.
2. Access via the Desktop Applications (Teams and Outlook). This will allow you to add the accounts directly into your pre-existing applications. Please note that Teams notifications will work differently, but it has been noted below.

Please note that on the first time you log in, you will be required to setup Multi-Factor Authentication ([Instructions Here](#))

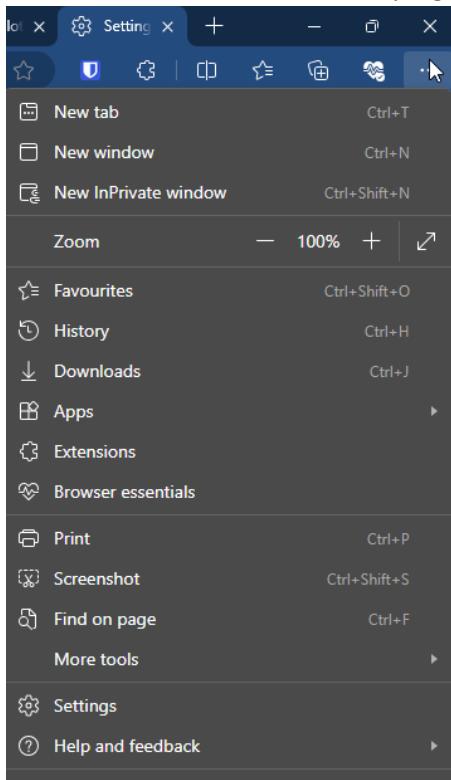
Accessing Via Microsoft Edge

Setup

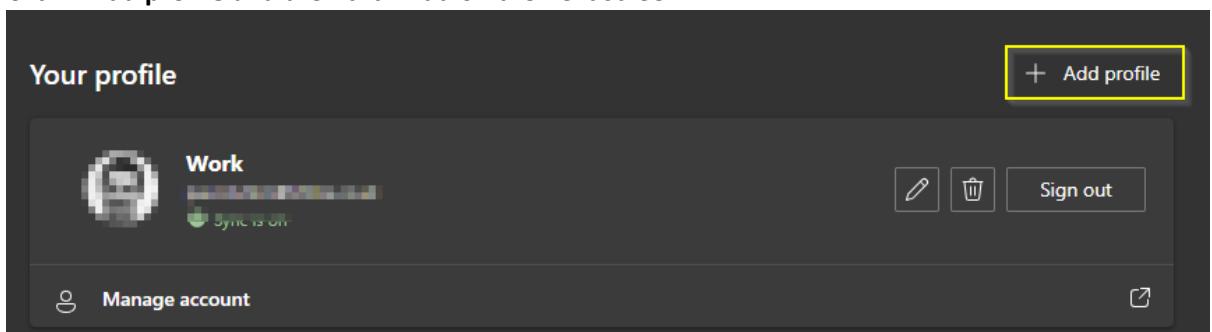
1. Open Microsoft Edge



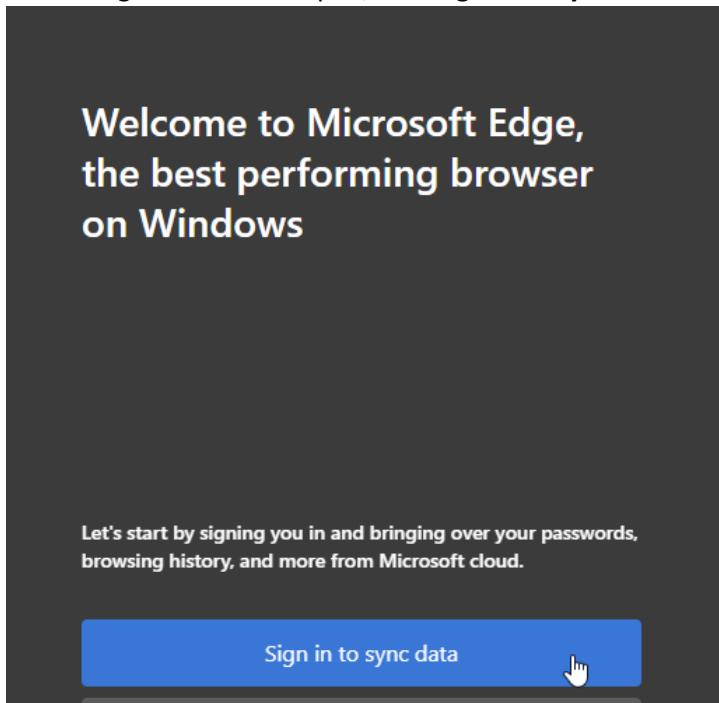
2. Click on the Three Dots in the top right and click **Settings**



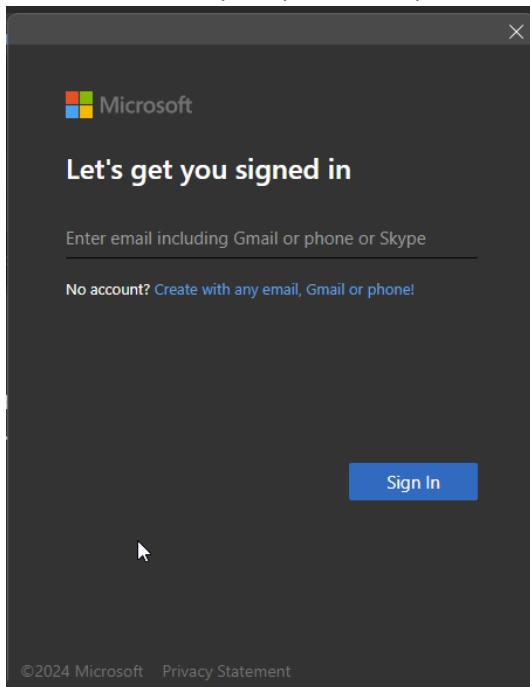
3. Click **+ Add profile** and then click **Add** on the next screen.



4. A new Edge window will open, click **Sign in to Sync Data**

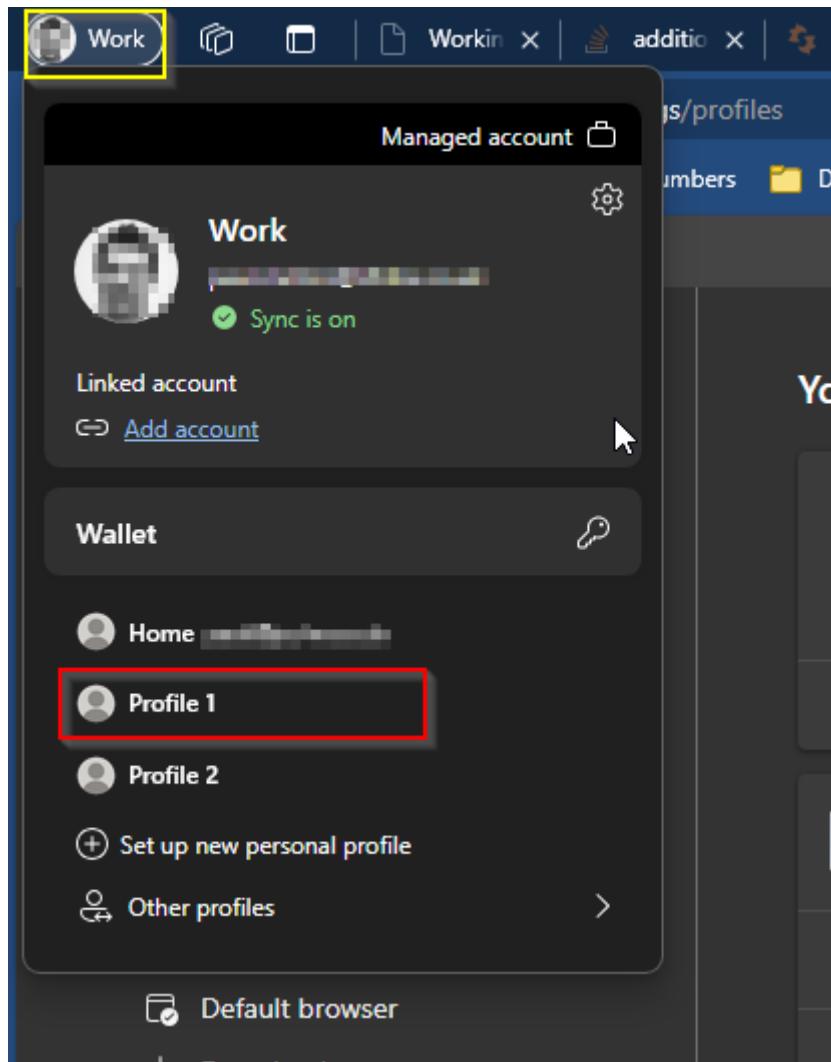


5. On the next screen, enter your Affinia Email address and click Sign in. Complete the sign in by entering your Password. Please note, if this is the first time you've signed into this account, it will require you to setup Multi Factor Authentication ([Instructions Here](#))



6. Once signed in, follow the remainder of the on screen prompts to setup Edge.
7. This has now created a second **Edge Profile**. This New Edge profile is signed into your Affinia email account and will allow you to use Teams & Outlook without affecting your current sign ins.

8. To swap between profiles (your Current Profile and your Affinia one) you can choose the button in the top left of the screen (yellow) which will display the multiple profiles to allow you to choose (shown below in red)



Accessing Outlook/Email

From your Affinia **Edge Profile**

Browse to <https://outlook.office.com/owa>

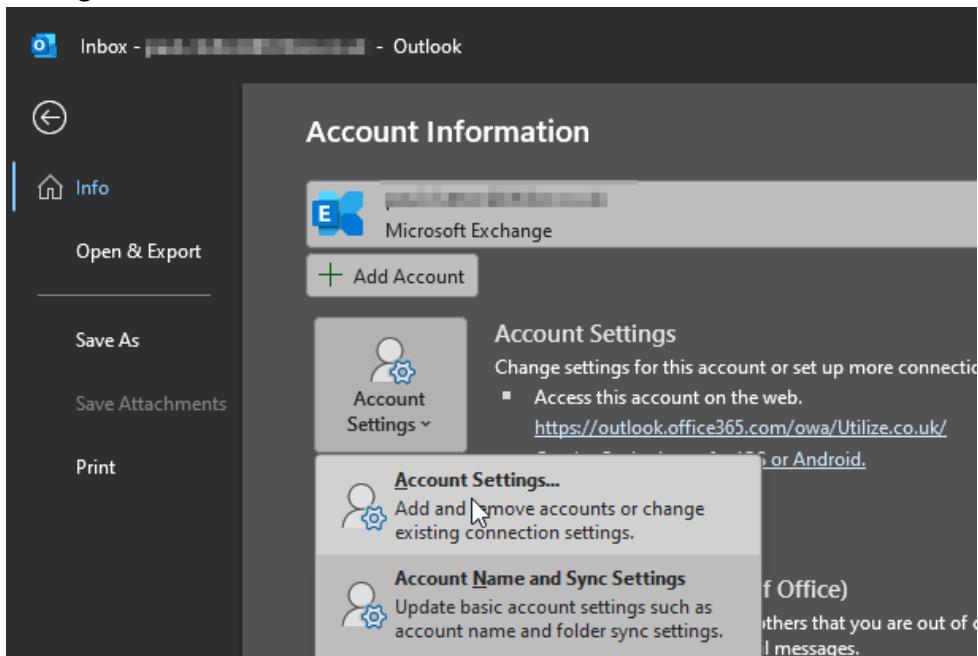
Accessing Teams

From your Affinia **Edge Profile**

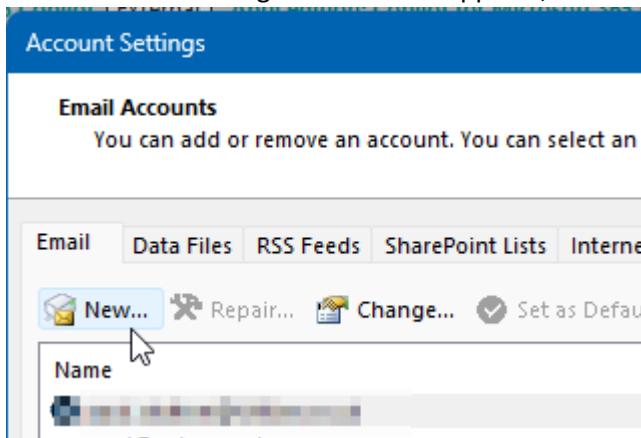
Browse to <https://teams.microsoft.com>

Adding your Affinia Email to Outlook:

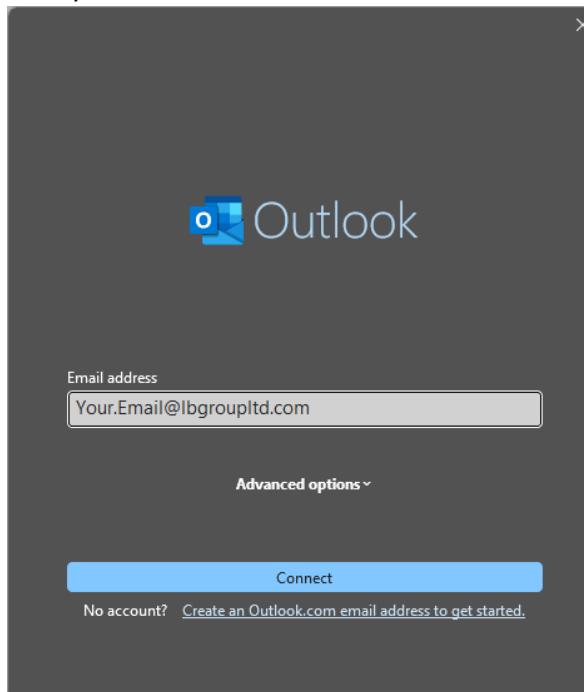
1. Open Outlook and click on the **File** tab, click **Account Settings** and then click **Account Settings**.



2. In the Account Settings window that appears, click **New**



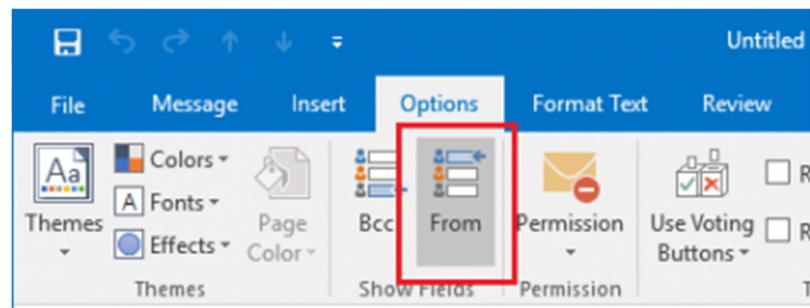
3. Enter the **email address** of your new Affinia email account



4. Outlook will prompt you for the **password** for the M365 account. Enter it and click **OK**. Please note, if this is the first time you've signed into this account, it will require you to setup Multi Factor Authentication ([Instructions Here](#)).
5. Choose **No, sign in to this app only** if prompted to **Stay signed in to all your apps**
6. Follow the remainder of the settings and close the Wizard. You may need to restart Outlook for the account to be added.
7. Once re-opened, your Affinia email address will show in the folder view (to the left of the screen in Outlook)

Once you've added the account, you should also see a "From" box in the new email windows. This will allow you to choose which email address you are sending from. *If you reply to an email sent to your Affinia account, this should automatically reply to your Affinia Account.*

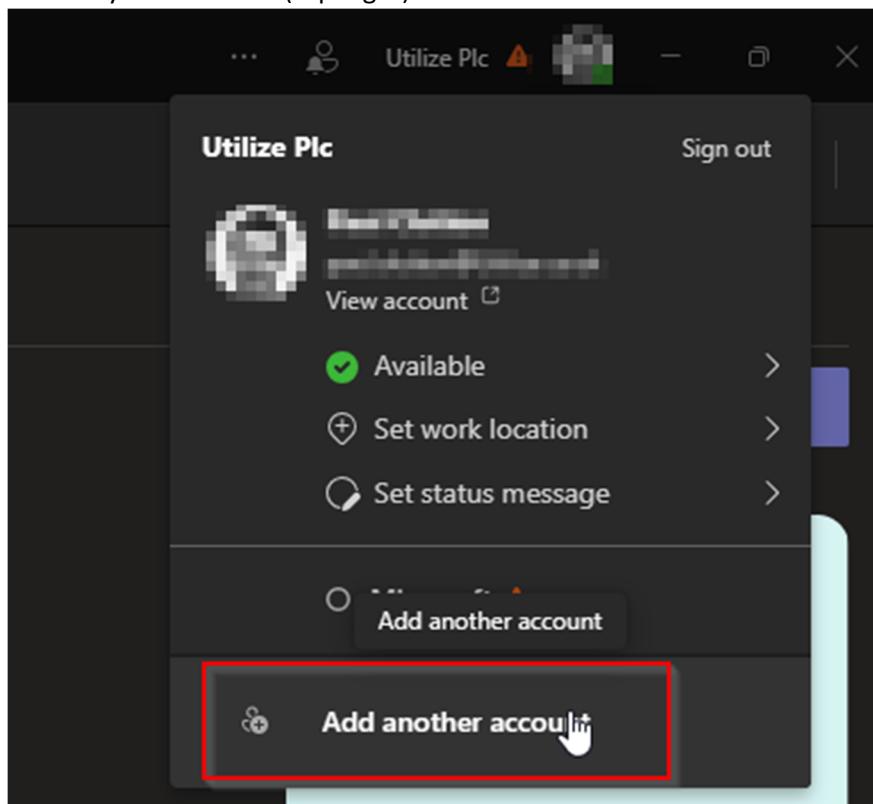
If the from box is missing, Open a new email and click the **Options Tab** and click the **From** button in the **Show Fields** Section:



Adding your Affinia Group Account to Teams

This will allow you to add another account into your current install of Teams.

1. Click on your user icon (top Right) and click **Add another account**

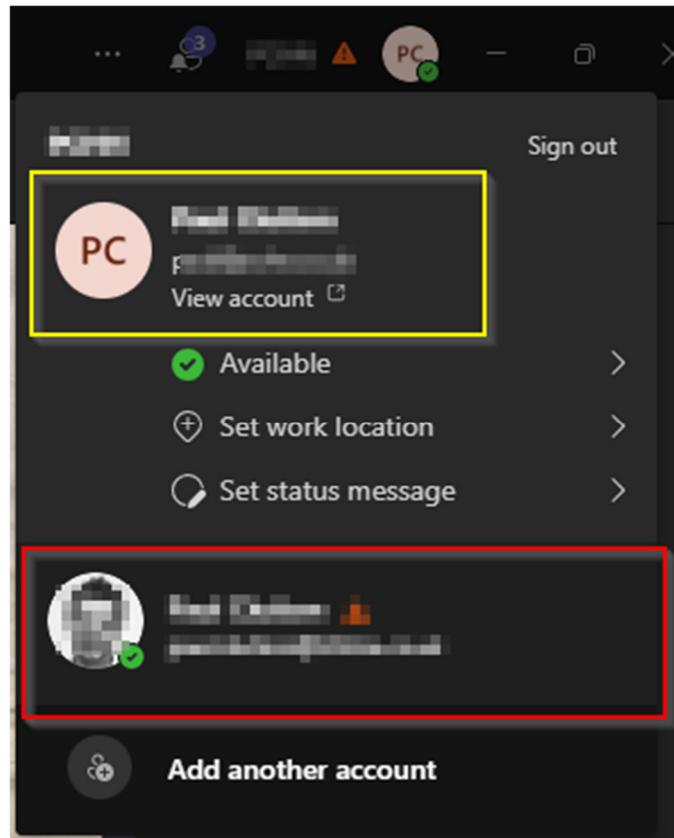


2. On the next Screen, If you already see your Affinia Group Email in the list, please **click on it**. If you do not, please click on **Create or use another account**
3. Enter your **Affinia Username and Password** when prompted. Please note, if this is the first time you've signed into this account, it will require you to setup Multi Factor Authentication ([Instructions Here](#))
4. Choose **No, sign in to this app only** if prompted to **Stay signed in to all your apps**
5. This will add the secondary account to your teams.

Swapping between companies

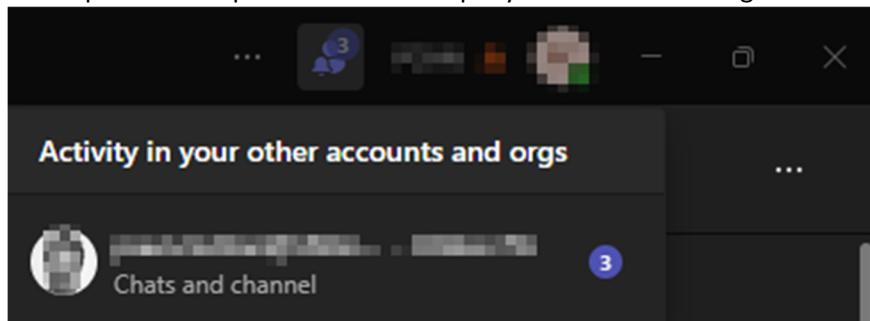
To swap between Current Teams and Affinia teams, you can:

1. Click on your user icon (Top Right) and choose the account you wish to switch to:
(The current account will be in the area highlighted in **yellow**, other account will be in the area highlighted in **red**)



Notifications for Teams Messages

As you'll be signed into two companies – notifications will work slightly differently. You'll see the notification counter at the top of the screen (screenshotted below). Click on that, and it will show/give you the option to swap to the other Company to view the messages



Support

For any Affinia issues, please contact Utilize at:

Phone: 03330 069 060 opt1

Email: service@utilize.co.uk

Portal: <https://portal.utilize.co.uk>

Opening Hours 7am > 7pm