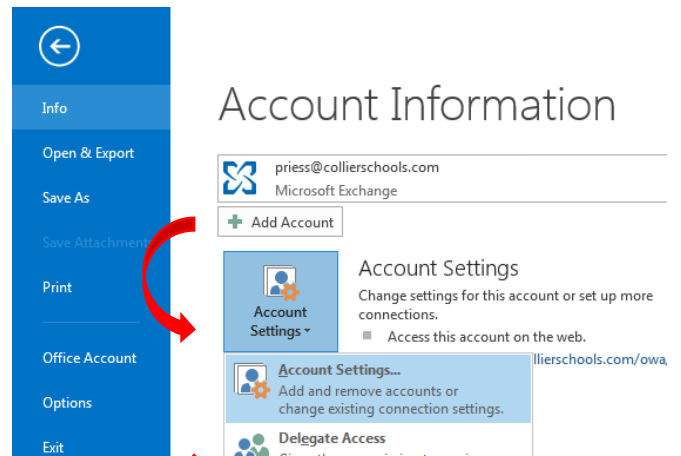


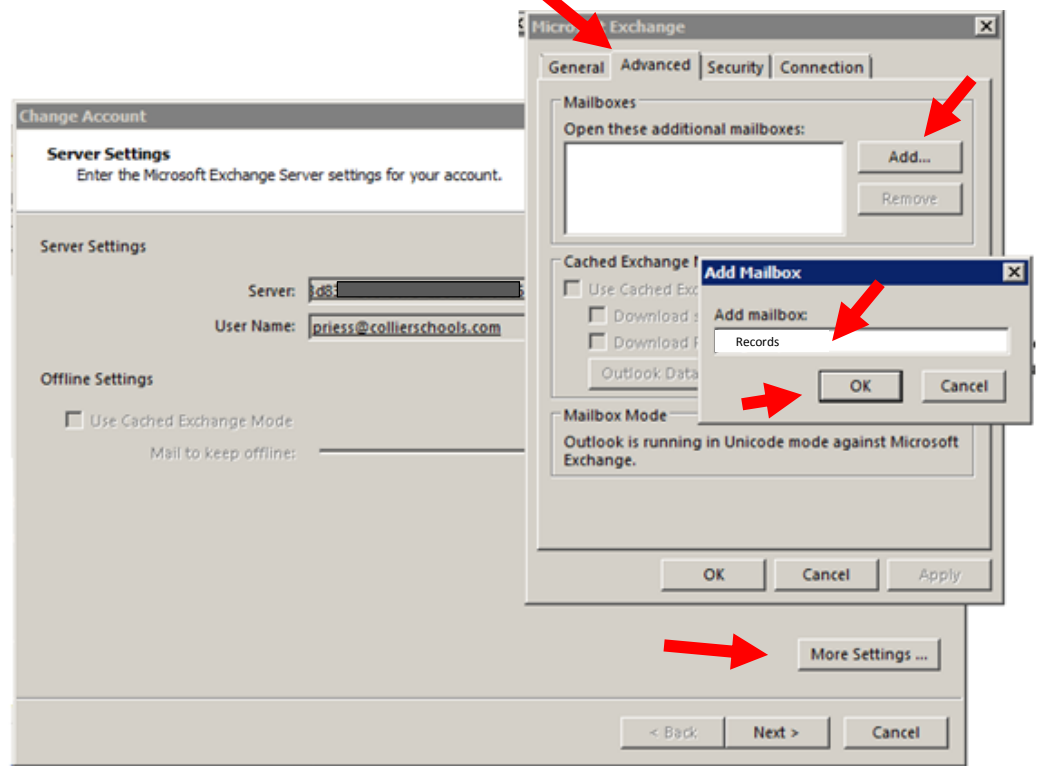
Outlook – Add an Additional Mailbox

Important: You need to have full access rights to the mailbox you wish to add to your profile.

1. Select the File Tab.
2. Choose Info, Account Settings, and Account Settings to open the Account Settings dialog box.
3. Select your current email account and click Change.
4. The server settings box should appear.
5. Click More Settings to open the Microsoft Exchange dialog box.
6. Select the Advanced tab.
7. Click Add to open the Add Mailbox dialog box.



8. Enter the name of the additional / second mailbox you want to add and click OK.



9. The mailbox will appear in the additional mailboxes box.

10. Click OK to return to the Change E-mail Account dialog box.

11. Click Next.

12. Click Finish to return to the Account Settings dialog box.

13. Click Close.

14. The additional mailbox will be listed under your main account in the Navigation Pane on the left.

