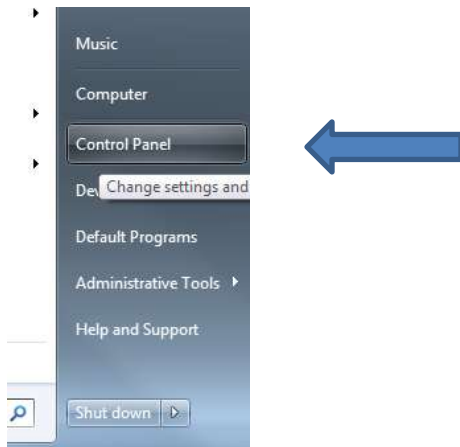


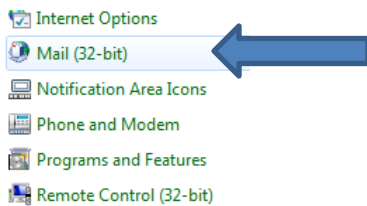
How to Add an Addition Mailbox to Outlook (Faculty and Staff)

Close Outlook.

Open the “Control Panel”



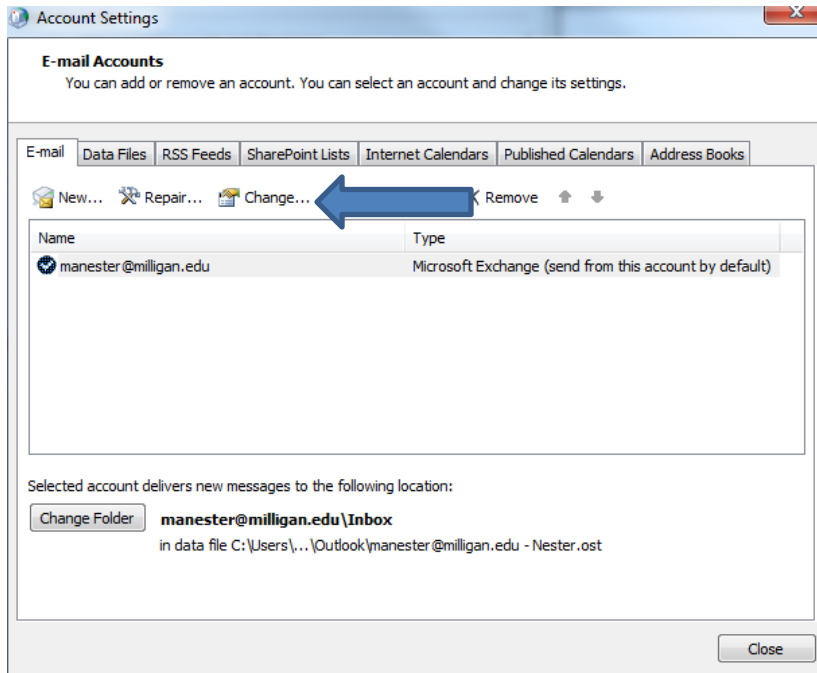
Select “Mail”



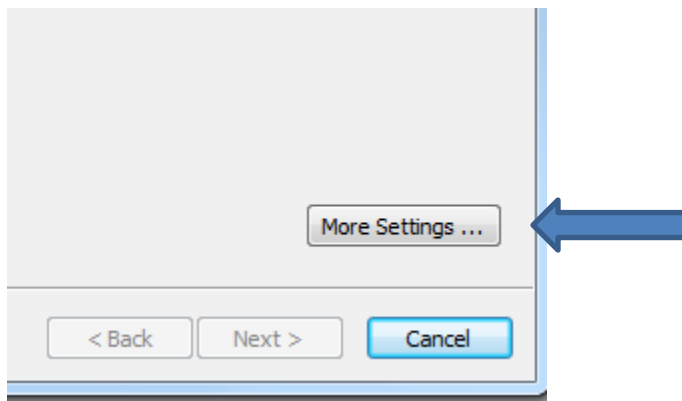
In the Email Account Setup window, select the Email Accounts” button.



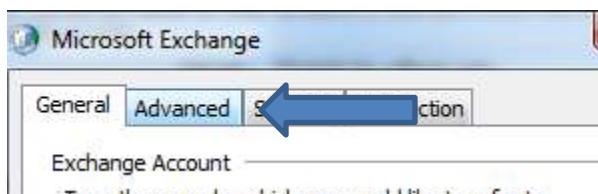
Click on “Change”



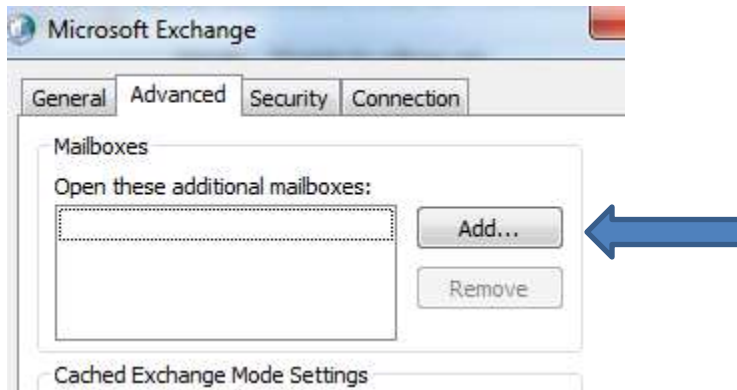
Click on “More Settings”



Click on “Advanced”

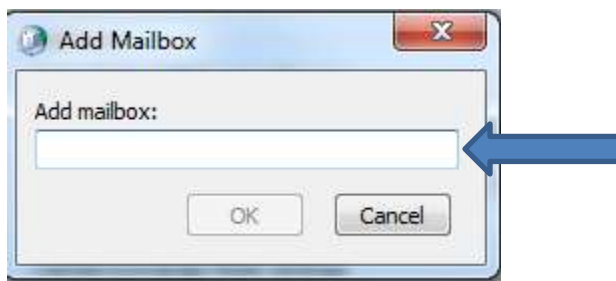


Click on "Add"

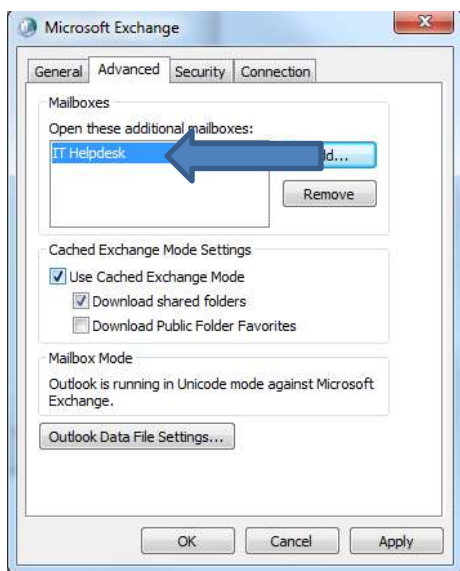


Type the name of the account you wish to add (Not the email address)

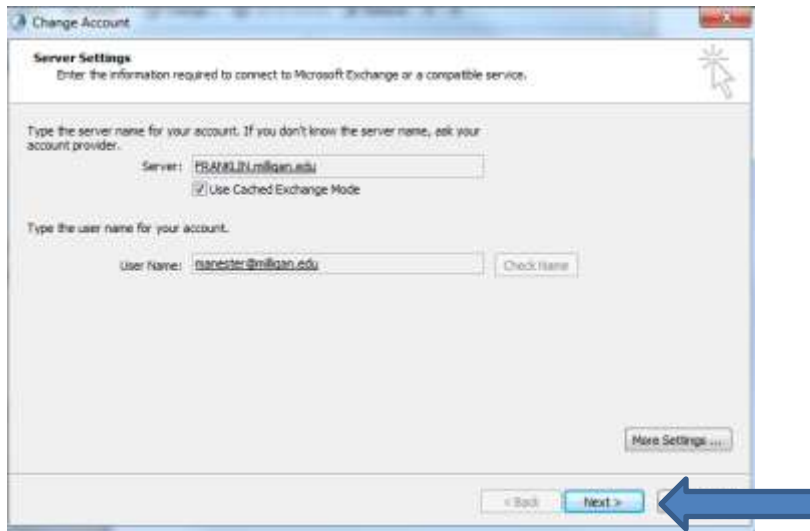
Click "OK"



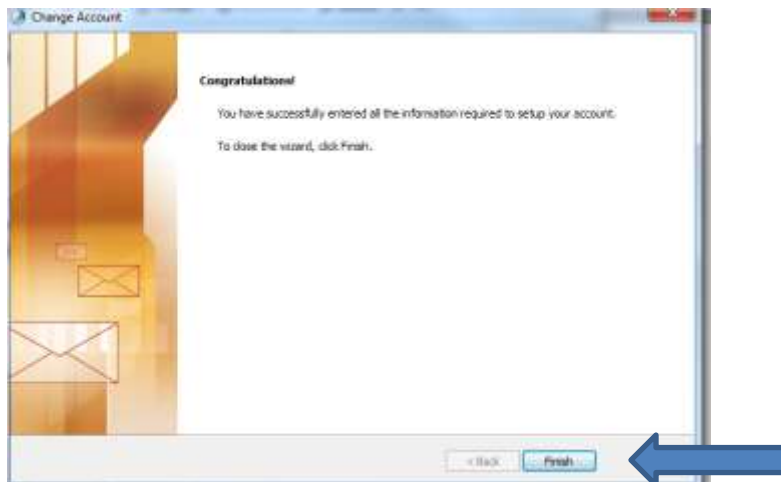
Click "OK" if correct mailbox appears



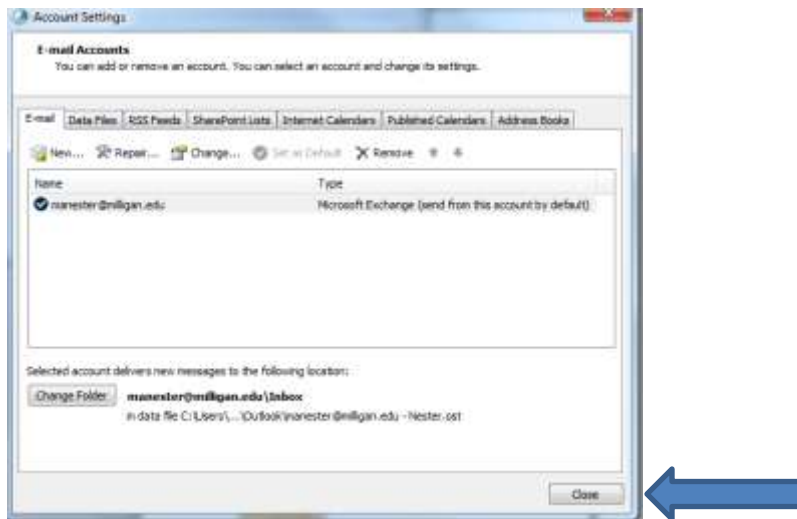
Click "Next"



Click "Finish"



Click "Close"



Click "Close"



Open Outlook and addition Mailbox should appear in your folder list.

