

Knowledgebase > Office/Windows Support > Add Additional Mailbox to Outlook

Add Additional Mailbox to Outlook

Jeff Clark - 2018-02-14 - Office/Windows Support HOW TO ADD ADDITIONAL MAILBOX TO OUTLOOK

- 1. Open Outlook.
- 2. Click on **File**.

3. Under the **Info** header, click on the **Account Settings** button and then on the **Account Settings** in the list.



4. In the **E-mail** tab, make sure your account is selected, then click on **Change**.

Account Settings										
	E-mail Accounts You can add or remove an account. You can select an account and change its settings.									
E-mail	Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books									
🥁 New 🔆 Repair 🚰 Change 🤡 Set as Default 🗙 Remove 🔹 🗸										
Name	Туре									
Sec. 1	User Microsoft Exchange (send from this account by def									
Selected	account delivers new messages to the following location:									
	FAQ@example.com\inbox									
	in data file C:\Users\sbabeni\AppData\\Microsoft\Outlook\Faq User - FAQ.ost									
	Close									

5. Click the **More Settings** button.

Change Account ×					
Server Settings Enter the Microsoft Exchange Ser	ver settings for your account.				
Server Settings					
Server:	casarray01.s04.local				
User Name:	FAQ@example.com Check Name				
Offline Settings					
✔ Use Cached Exchange Mode					
Mail to keep offline:	12 months				
	More Settings				
	< Back Next > Cancel				

6. Click on the **Advanced** tab and then click on **Add**.

	Mi	crosoft l	Exchange	!	×			
General	Advanced	Security	Connectio	in				
Mailbo	Mailboxes							
Open	Open these additional mailboxes:							
				Add Remove	5			
Cache	d Exchange N	Aode Setti	ngs					
🗸 Use	Cached Excl	nange Mo	de					
	Download sl							
	Download Public Folder Favorites							
	Outlook Data File Settings							
Mailbo	x Mode							
	Outlook is running in Unicode mode against Microsoft Exchange.							
		ОК	Cancel	Appl	y			

7. Enter the email address of the additional mailbox in the **Add mailbox** field. Then click on **OK**.

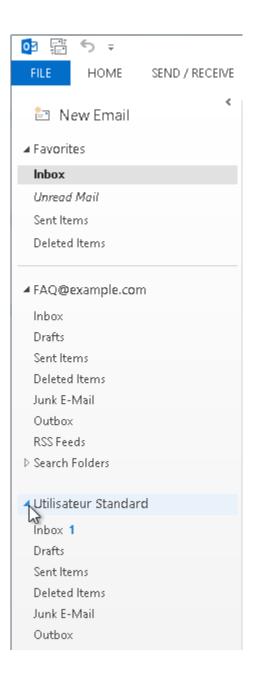
Change Account	×
Server Settings Enter the Microsoft Exchange Server settings for your account.	***
Server Settings General Advanced Security Connection Mailboxes Open these additional mailboxes: Add Remove Cached Exchange Mode Settings Cached Exchange Mode Download shared folders Download Public Folder Favorites Outlook Data File Settings Mailbox Mode Outlook is running in Unicode mode against Microsoft Exchange.	Check Name Add Mailbox Add mailbox: standard@example.com OK Cancel More Settings < Back Next > Cancel
OK Cancel Apply	Close

8. Click on **Apply** and then on **OK**. Outlook will now be busy accessing the other mailbox's data, so this may take a while.

Microsoft Exchange	×			
General Advanced Security Connection				
Mailboxes				
Open these additional mailboxes:				
Utilisateur Standard Add				
Remove				
Cached Exchange Mode Settings				
✓ Use Cached Exchange Mode				
Download shared folders				
Download Public Folder Favorites				
Outlook Data File Settings				
Mailbox Mode				
Outlook is running in Unicode mode against Microsoft Exchange.				
OK Cancel Apply				

9. Back in the **Change Account** window, click on **Next** and then on **Finish**.

10. Close the **Account Settings** window. You should now see the additional in your Outlook below your Inbox.



If you need further assistance, please do not hesitate to contact us.