

Knowledgebase > Email and Collaboration > Add Additional Mailbox to Outlook

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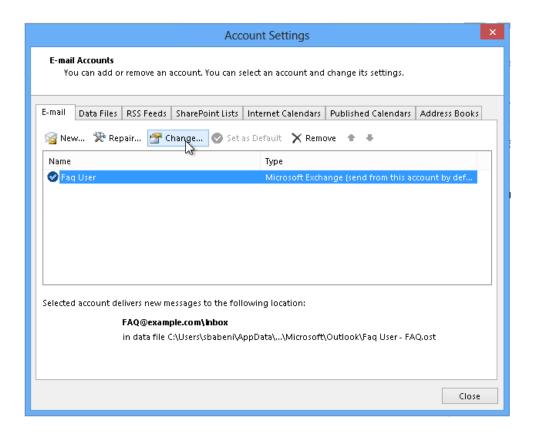
Jeff Clark - 2018-04-02 - Email and Collaboration

HOW TO ADD ADDITIONAL MAILBOX TO OUTLOOK

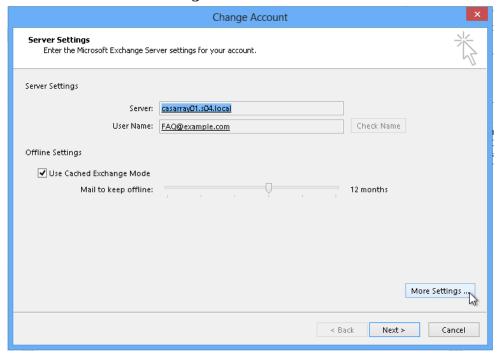
- 1. Open Outlook.
- 2. Click on File.
- 3. Under the **Info** header, click on the **Account Settings** button and then on the **Account Settings** in the list.



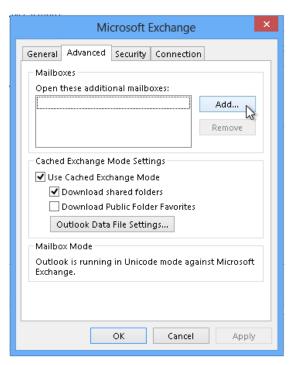
4. In the **E-mail** tab, make sure your account is selected, then click on **Change**.



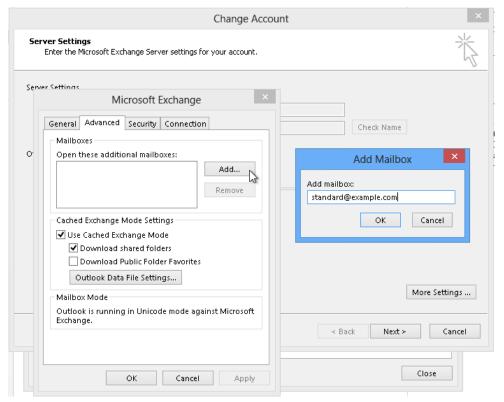
5. Click the **More Settings** button.



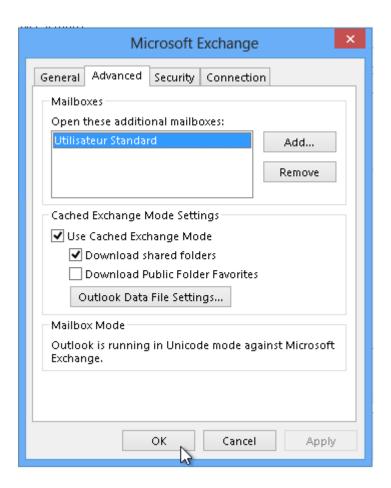
6. Click on the Advanced tab and then click on Add.



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

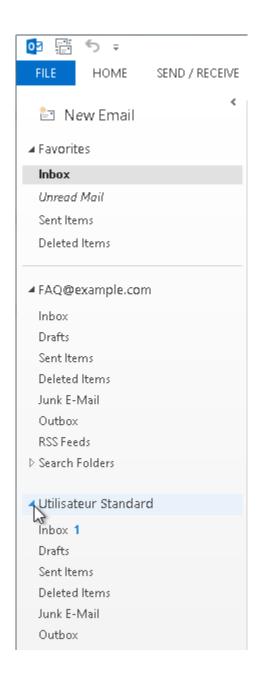


8. Click on **Apply** and then on **OK**. Outlook will now be busy accessing the other mailbox's data, so this may take a while.



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.