

Knowledgebase > Email and Collaboration > Add Additional Mailbox to Outlook

## **Add Additional Mailbox to Outlook**

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**.

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 Remove Repair Name Type Faq User Microsoft Exchange (send from this account by def
New     Repair     Change     Set as Default     Remove     Image: Change       Name     Type       Image: Set as Default     Microsoft Exchange (send from this account by def
Name     Type
Faq 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
in data nie cstuserstsbabenit/Appblatattwicrosoft/oddooktrad oser - rAQ.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	ixes				
Open	these additic	nal mailb	oxes:		
				Add Remove	5
Cache	d Exchange N	Aode Setti	ngs		
🗸 Use	Cached Excl	nange Mo	de		
	Download sl				
	Download P				
	utlook Data	File Settir	ngs		
Mailbo	x Mode				
Outloo Exchar		in Unicoo	de mode ag	ainst Microsofi	t
		ОК	Cancel	Appl	y

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

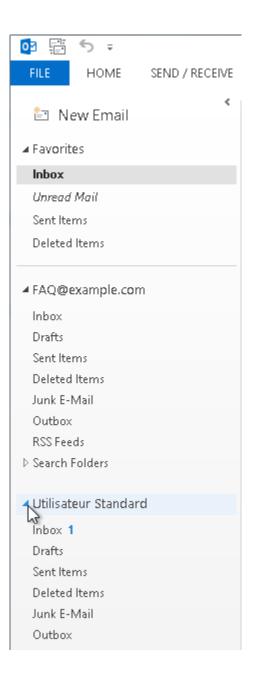
Change Accou	unt ×
Server Settings Enter the Microsoft Exchange Server settings for your account.	***
Senser Settings General Advanced Security Connection Mailboxes O O Cached Exchange Mode Settings Cached Exchange Mode Outlook Data File Settings Mailbox Mode Outlook is running in Unicode mode against 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           Image Cached Exchange Mode           Image Download shared folders           Image Download Public Folder Favorites           Outlook Data File Settings
Mailbox Mode Outlook is running in Unicode mode against Microsoft
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.