

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-mai Yo	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	
🧟 Net	🥁 New 🛠 Repair 🚰 Change 📀 Set as Default 🗙 Remove 🔹 🗸						
Name			13	Туре			
Sea Contraction	q User			Microsoft Excha	ange (send from this ac	count by def	
Selecter	d account de	livers new m	essages to the foll	owing location:			
	Få0@evample.com\nbov						
	in data file C:\Users\sbabeni\AppData\\Microsoft\Outlook\Faq User - FAQ.ost						
						Close	

5. Click the ${\bf More\ Settings}$ button.

Change Account ×				
Server Settings Enter the Microsoft Exchange Serv	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**.

	Microsoft Exchange					
General	Advanced Security Connection					
Mailbo	oxes					
Open	Open these additional mailboxes:					
	Add Remove					
Cached Exchange Mode Settings Use Cached Exchange Mode Download shared folders Download Public Folder Favorites						
C	Outlook Data File Settings					
Mailbo	x Mode					
Outlook is running in Unicode mode against Microsoft Exchange.						
	OK Cancel Apply					

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 setti	ngs for your account.	×.
Server Settings Microsoft Exchar General Advanced Security Conne Mailboxes Open these additional mailboxes:	ection Add	Check Name Add Mailbox Add mailbox: standard@example.com
Cached Exchange Mode Settings Use Cached Exchange Mode Use Cached Exchange Mode Download shared folders Download Public Folder Favo Outlook Data File Settings	rites	OK Cancel
Mailbox Mode Outlook is running in Unicode mod Exchange.	e against Microsoft	More Settings A Back Next > Cancel 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	2				
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.

	~5 ∓				
FILE	HOME	SEND / RECEIVE			
		<			
🛅 Ne	w Email				
⊿ Favorite	25				
Inbox					
Unread	Mail				
Sent Iter	ms				
Deleted	ltems				
⊿ FAQ@e	xample.co	m			
Inbox					
Drafts					
Sent Items					
Deleted	Deleted Items				
Junk E-N	Junk E-Mail				
Outbox	Outbox				
RSS Fee	RSS Feeds				
▷ Search F	olders				
▲ Litilisate	aur Standa	rd			
R	cur stanidai	i d			
Inbox 1					
Drafts					
Sent Items					
Deleted Items					
Junk E-Mall					
Outbox	Outbox				

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