FLORIDA ATLANTIC UNIVERSITY
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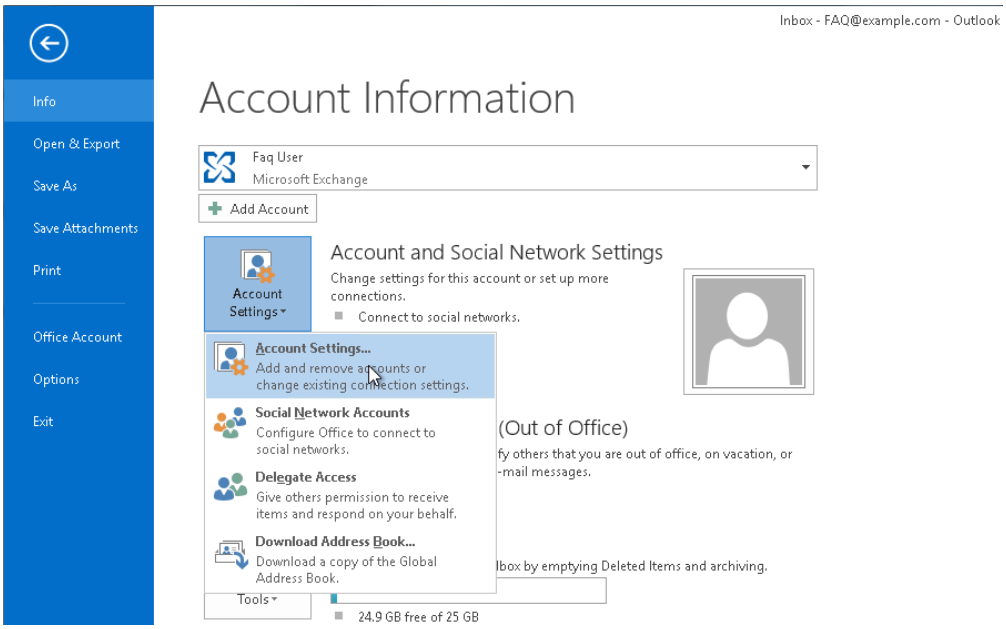
Add Additional Mailbox to Outlook

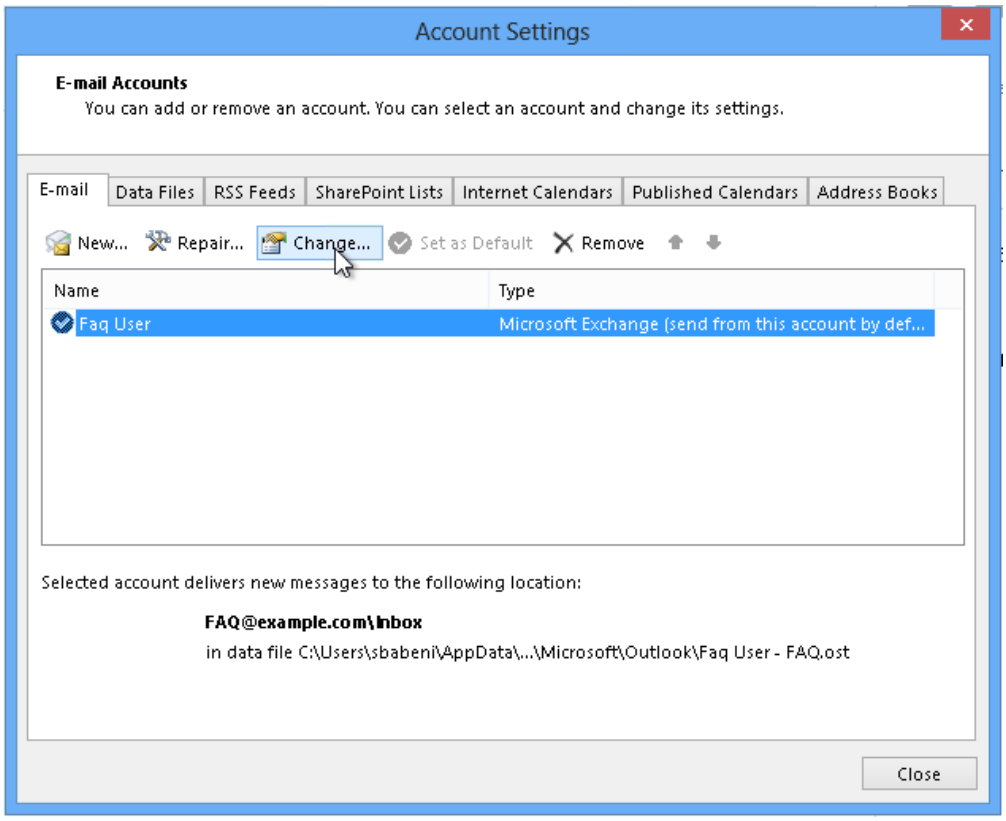
Jeff Clark - 2018-02-14 - Office/Windows Support

HOW TO ADD ADDITIONAL MAILBOX TO OUTLOOK

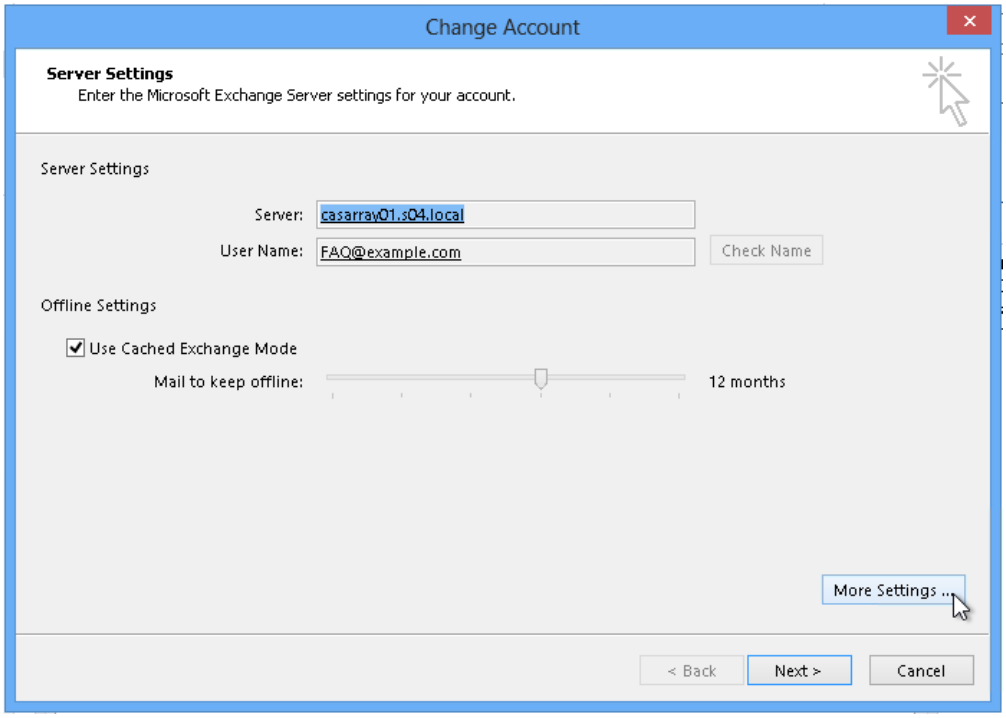
1. Open Outlook.
2. Click on **File**.
3. Under the **Info** header, click on the **Account Settings** button and then on the **Account Settings** in the list.



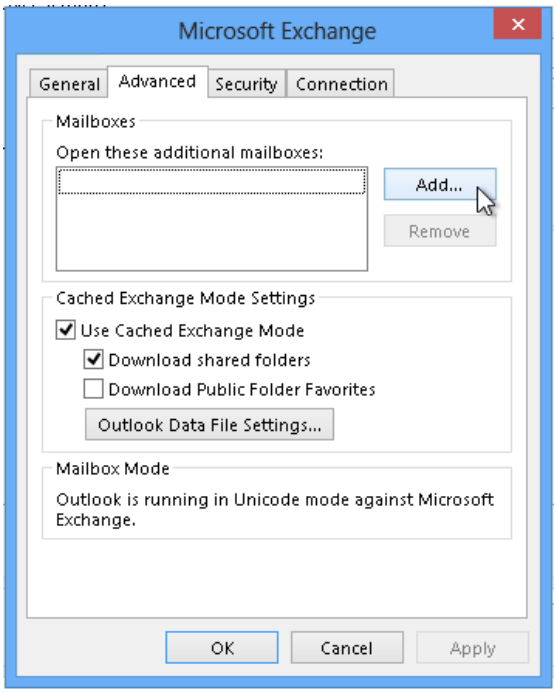
4. In the **E-mail** tab, make sure your account is selected, then click on **Change**.



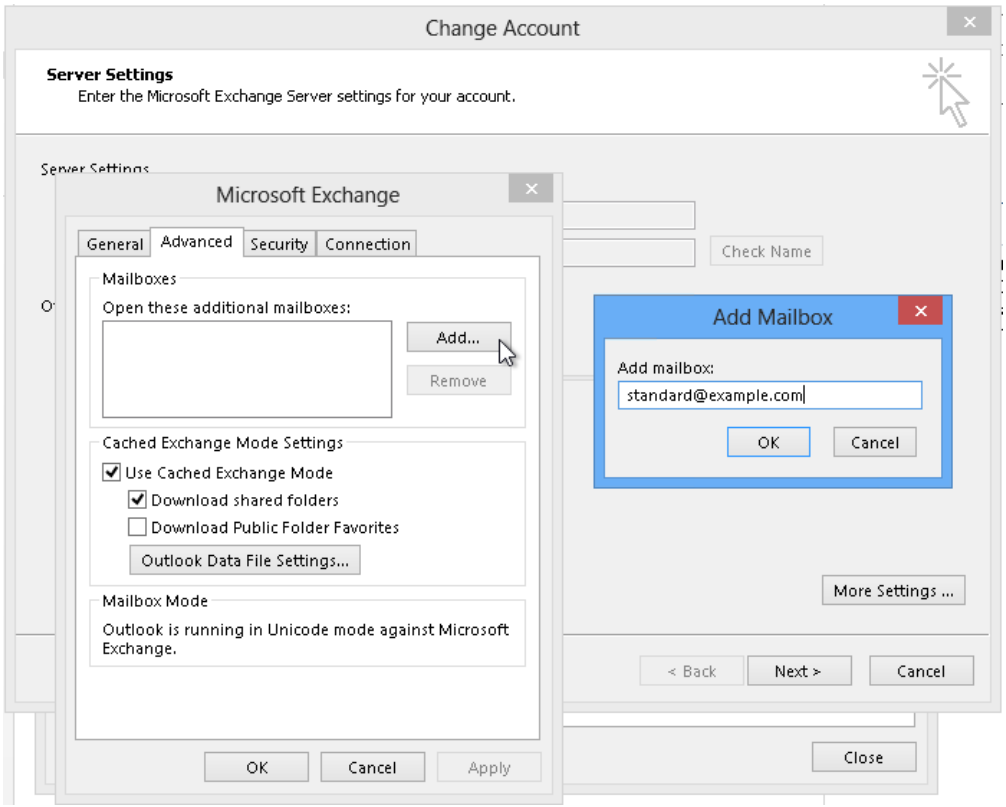
5. Click the **More Settings** button.



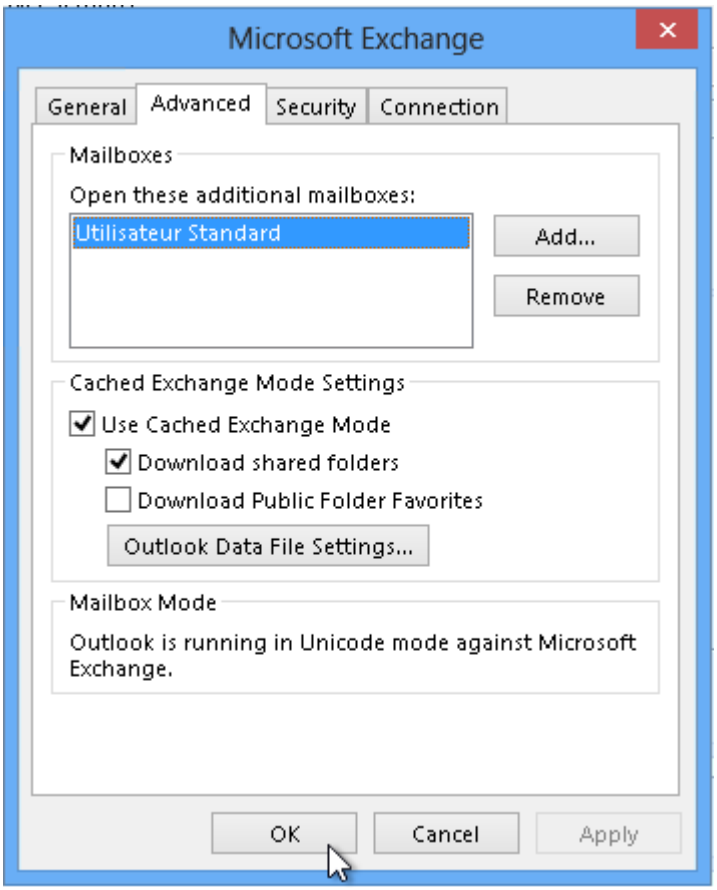
6. Click on the **Advanced** tab and then click on **Add**.



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

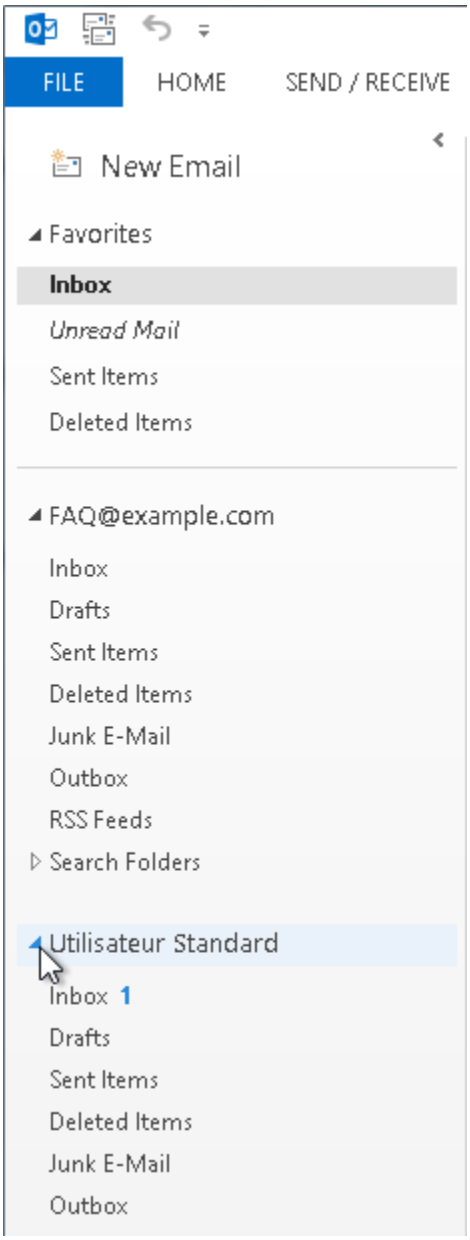


8. Click on **Apply** and then on **OK**. Outlook will now be busy accessing the other mailbox's data, so this may take a while.



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.