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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**.

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	L					
Sa Nev	ing New 🎘 Repair 🚰 Change 🤡 Set as Default 🗙 Remove 🔹 🗣						
Name	Type						
S Fac	g User Microsoft Exchange (send from this account by def						
Selecter	Selected account delivers new messages to the following location:						
Selected	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 Server 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			
	< B:	ack Next > Cancel			

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

Microsoft Exchange							
General	Advanced Security Connection						
Mailbo	Mailboxes						
Open these additional mailboxes:							
	Add Remove						
	Cached Exchange Mode Settings						
	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	t
Server Settings Enter the Microsoft Exchange Server settings for your account.	
Server Settings General Advanced Security Connection Mailboxes Or Open these additional mailboxes: Add Remove Cached Exchange Mode Settings Cached Exchange Mode Settings Cached Exchange Mode Cached Exchange Mode Cached Exchange Mode Multiple 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 >
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.

	~5 ∓				
FILE	HOME	SEND / RECEIVE			
		<			
🛅 Ne	ew Email				
⊿ Favorite	es				
Inbox					
Unread	Mail				
Sent Iter	ms				
Deleted	ltems				
⊿ FAQ@e	xample.co	m			
Inbox					
Drafts	Drafts				
Sent Items					
Deleted Items					
Junk E-Mail					
Outbox	Outbox				
	RSS Feeds				
▷ Search F	olders				
4 Utilisate	eur Standar	rd			
5	car standa	G			
Inbox 1					
Drafts Sout House					
Sent Items Deleted Items					
Junk E-Mail					
Outbox					
Outbox					

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