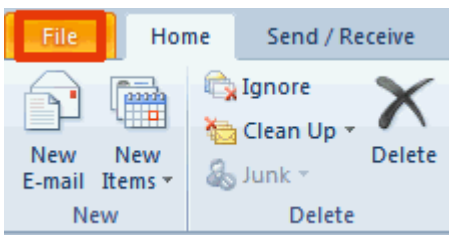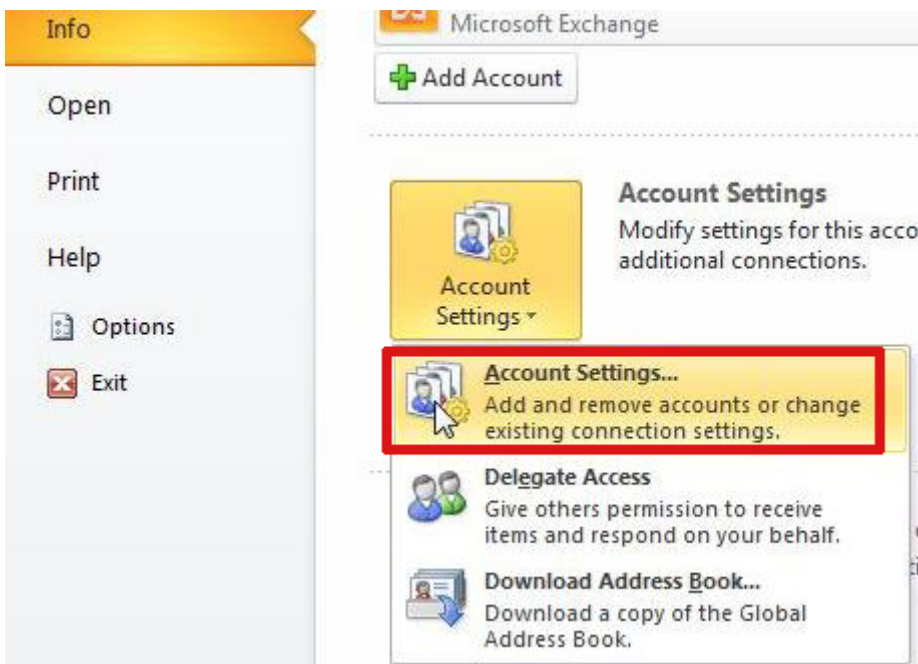# Adding Additional Mailboxes in Outlook

This document provides a step-by-step set of instructions on how to add additional mailboxes in Outlook 2010 or 2013.
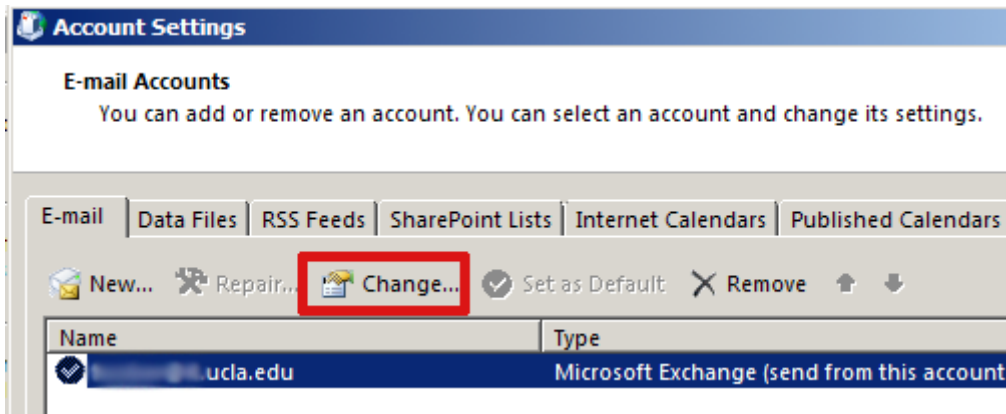
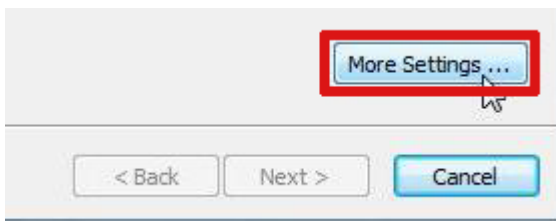- From the Outlook menu bar, select **File**.

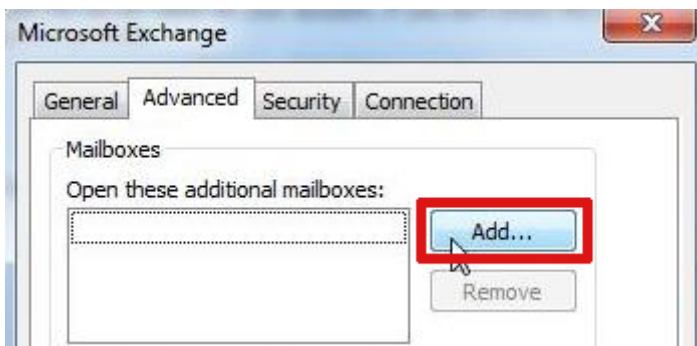- Select Info, click Account Settings, select **Account Settings**.

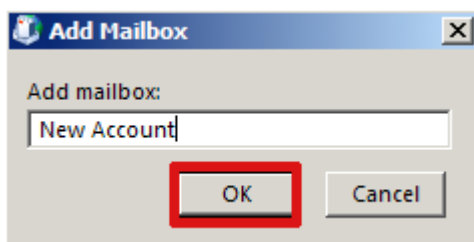- Select your default account and click **Change**.
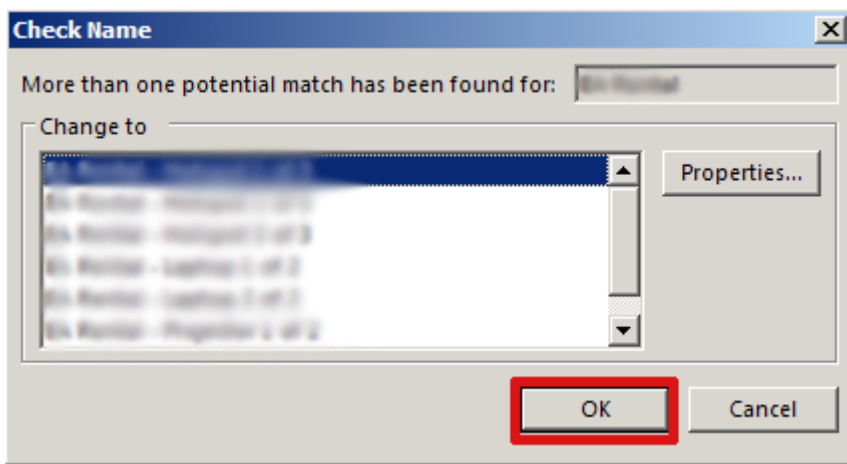
- Click on **More Settings**.

- Select the **Advanced** tab and then click on **Add**

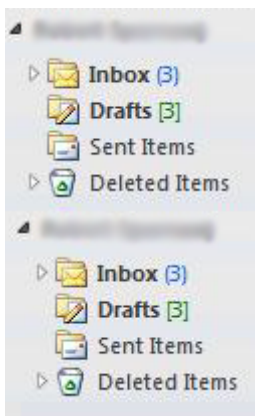- Enter the name of the additional mailbox into the Add mailbox field and click on **OK**.

NOTE: if there is more than one potential match, choose the correct option in the dialog box and select OK

- Click on **Next**, click **Finish**, click **Close**.

The additional mailbox has been added to Outlook. It will appear in the Outlook navigation pane.

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