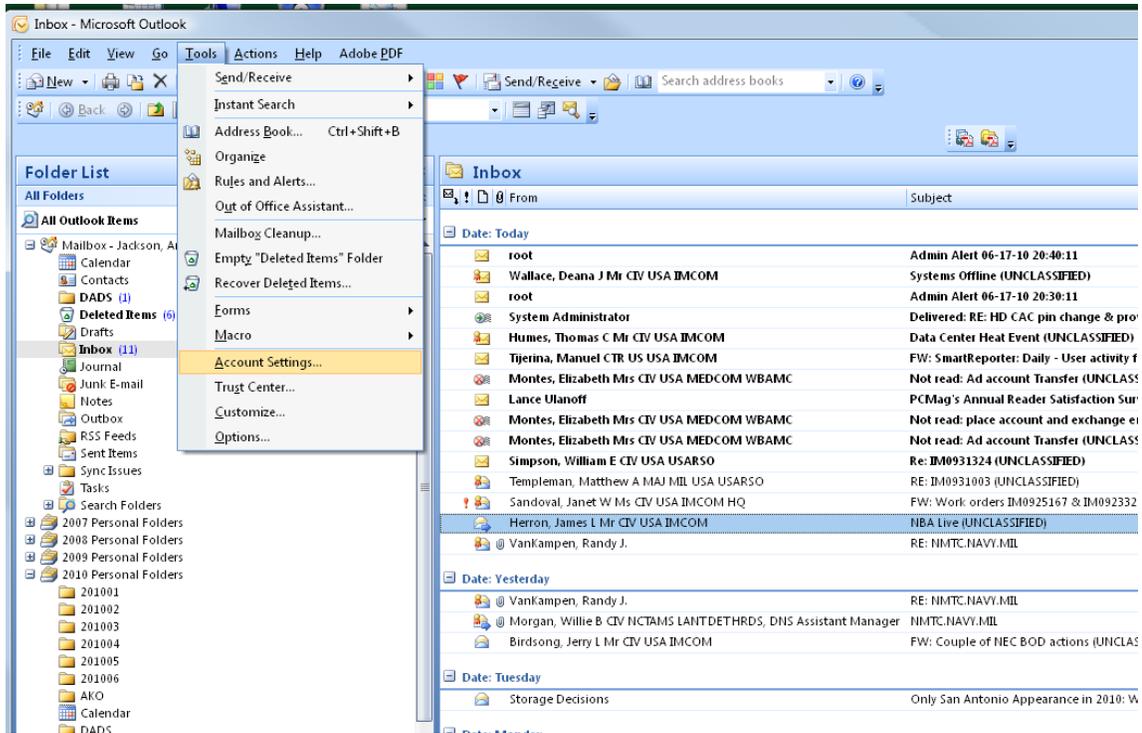
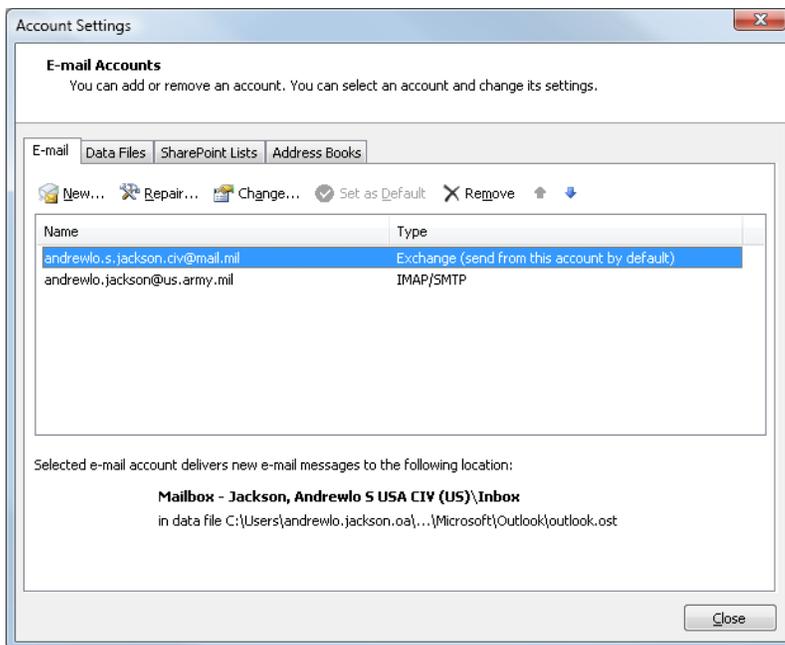


How to Open Additional Exchange Mailboxes in Outlook

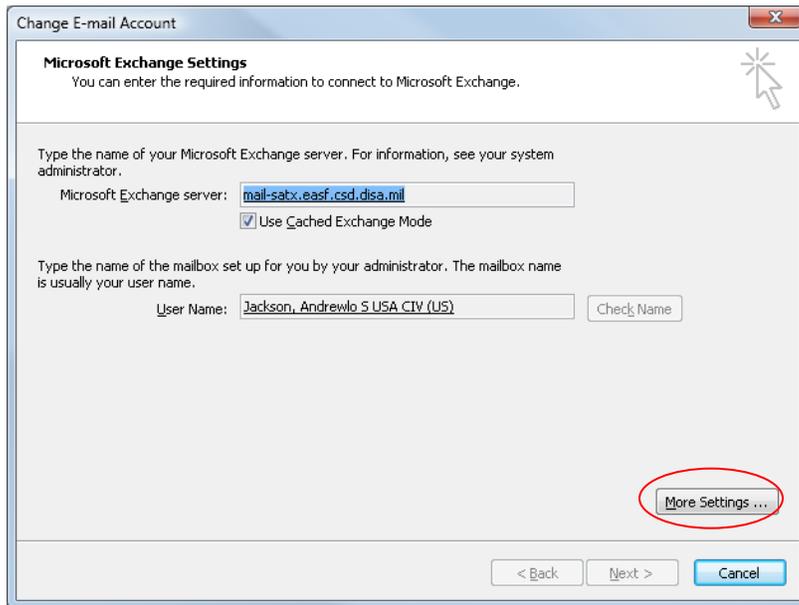
1. Click the **Tools** menu, and then click **Accounts Settings**.



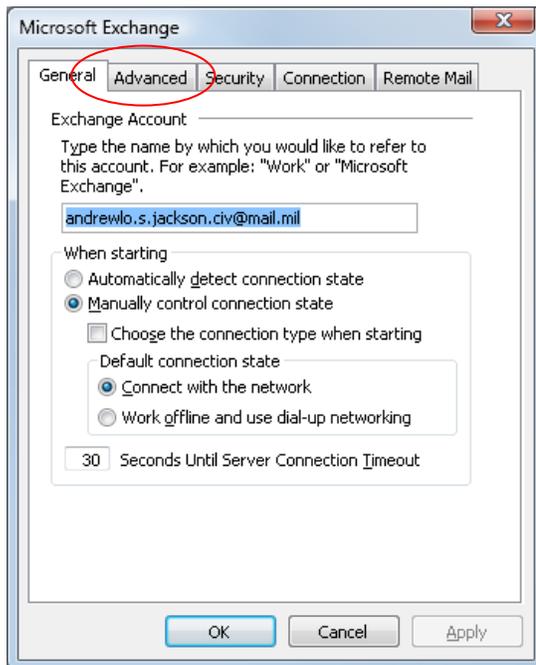
2. Double click **Your E-mail address**.



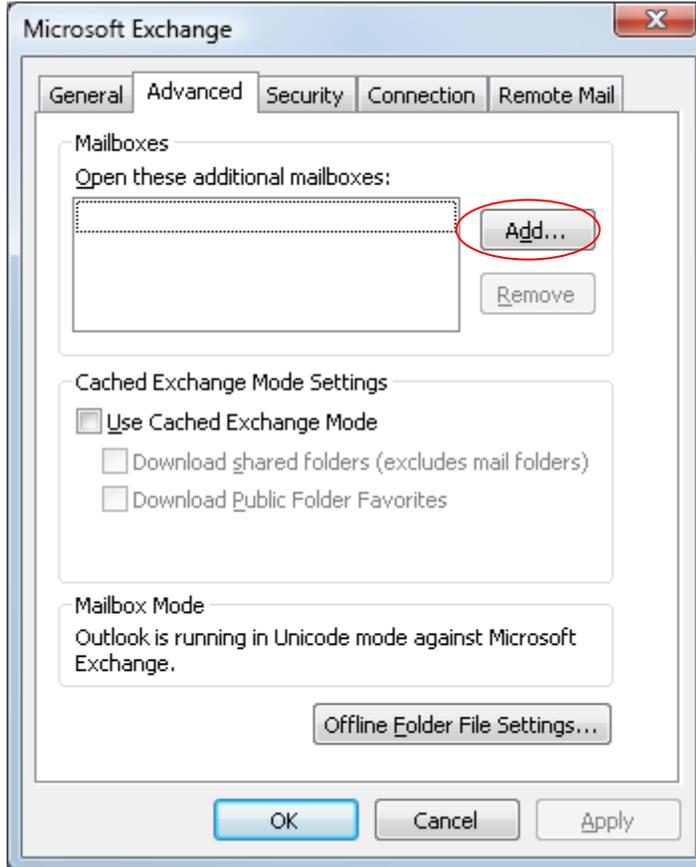
3. Click **More Settings**.



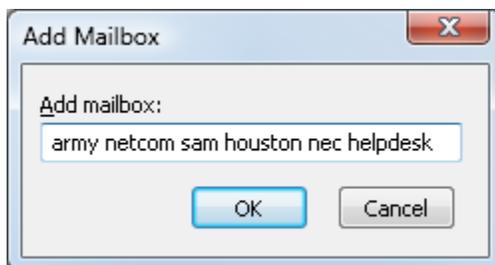
4. Click the **Advanced** tab.



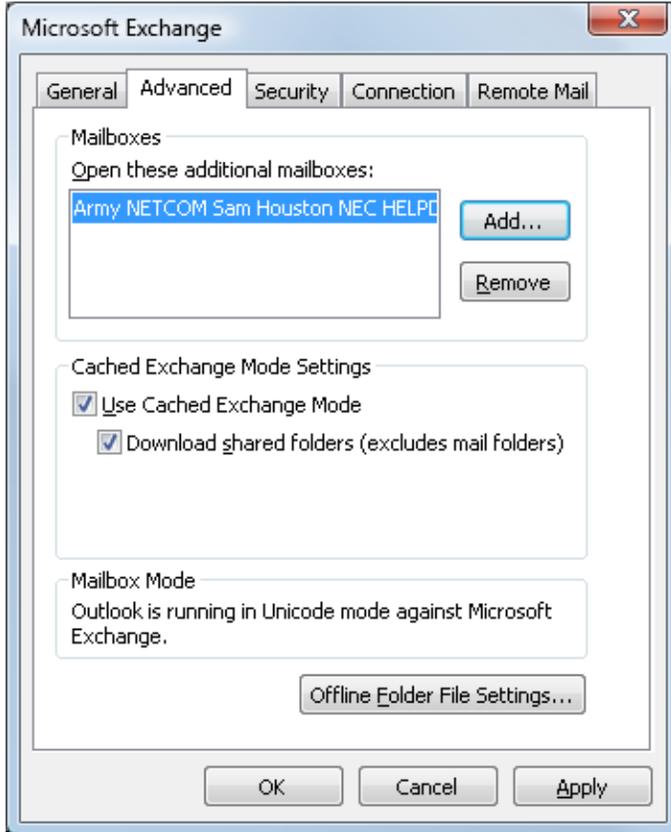
5. Under **Mailboxes**, click **Add**



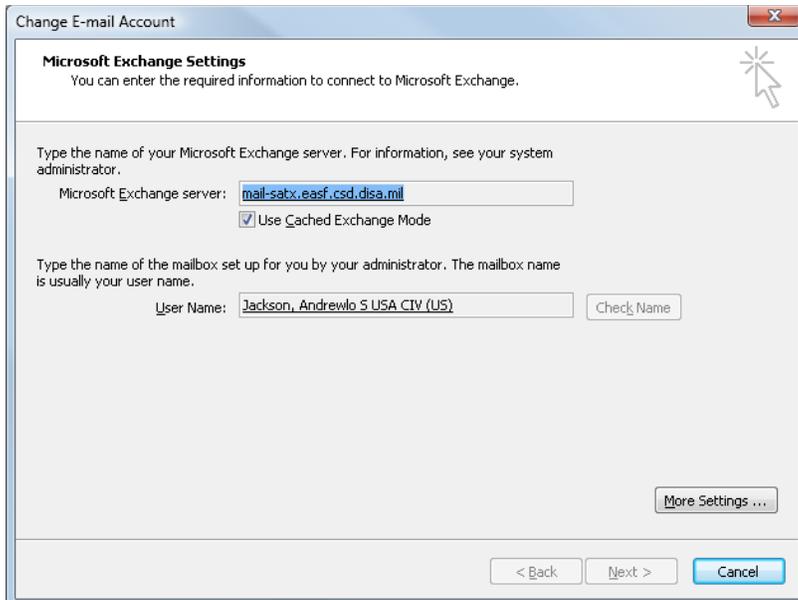
6. Type in the name of the mailboxes to add then Click **OK**.



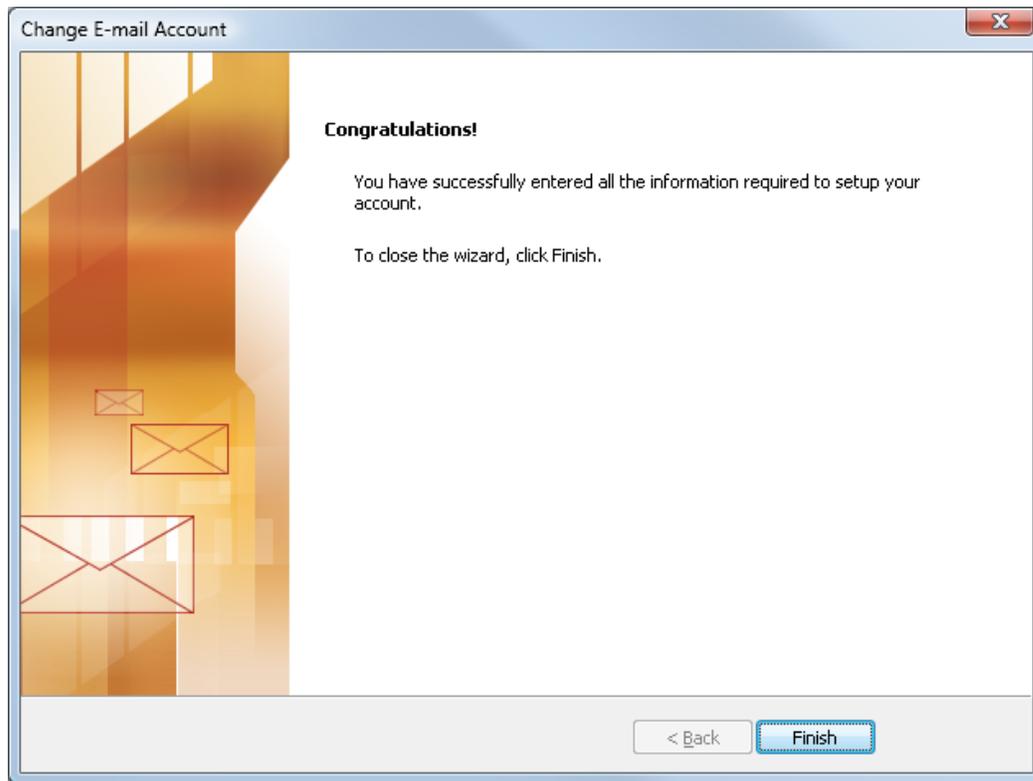
7. Click **OK**.



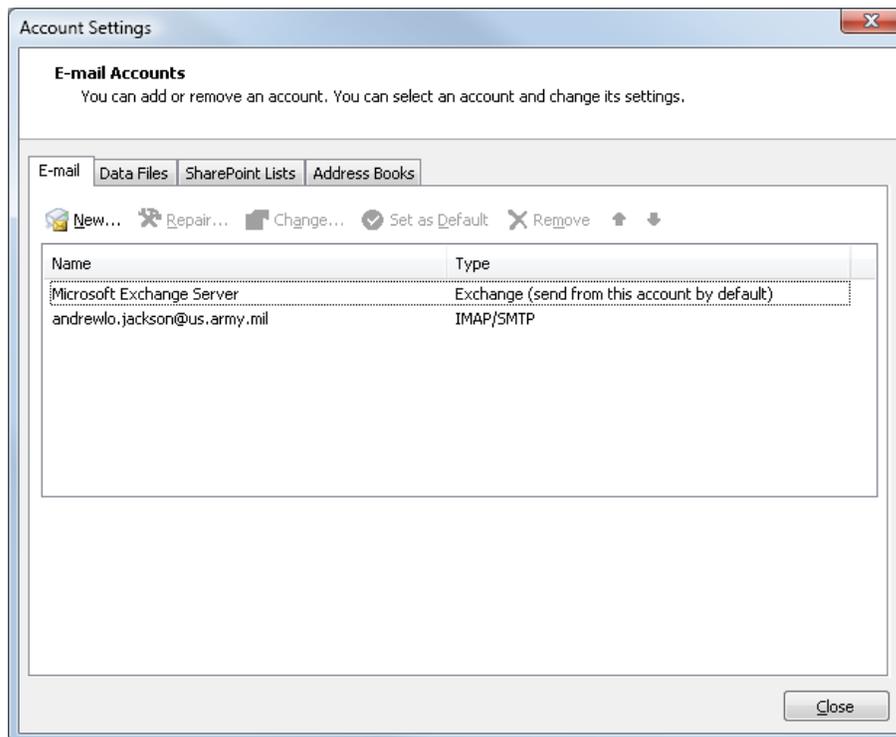
8. Click **Next**.



9. Click **Finish**



10. Click Close



11. Under **All Mail Folders**, expand the new mailbox to test access.

