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**
Congratulations!

You have successfully entered all the information required to set up your account.

To close the wizard, click Finish.

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