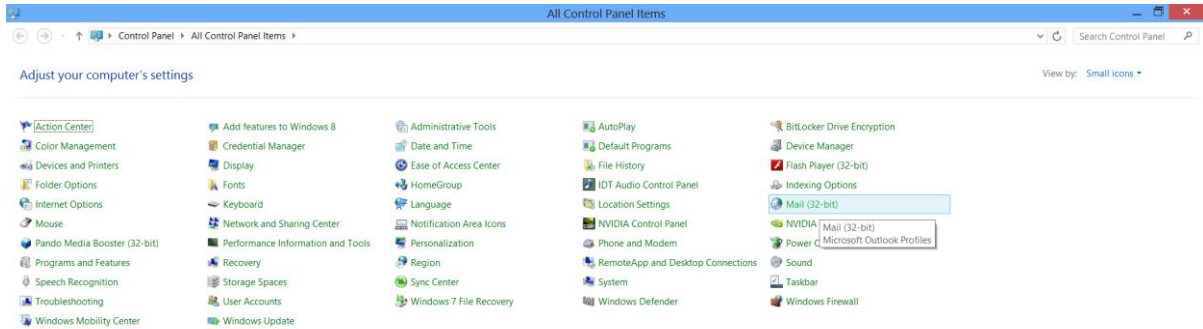


## How to add a secondary mailbox to your Outlook

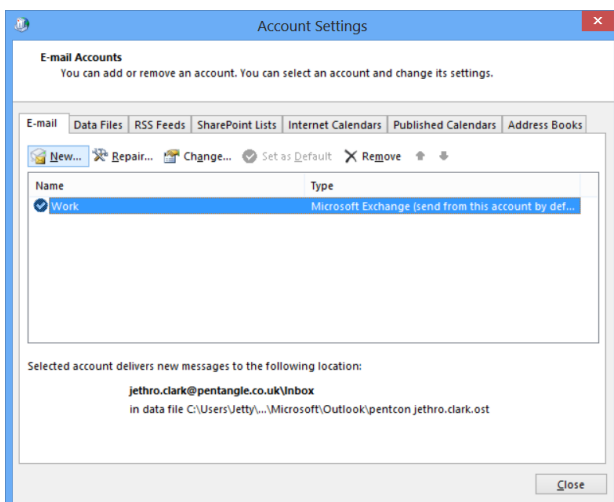
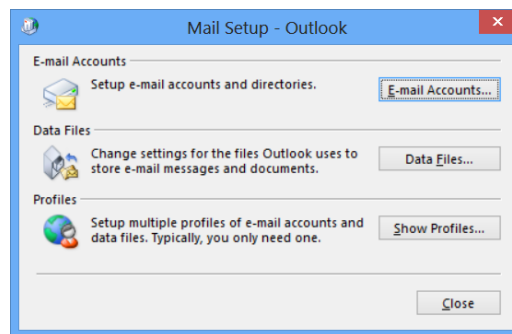
Please close Outlook open up Control Panel.

Change the view by in the top right to Small icons.

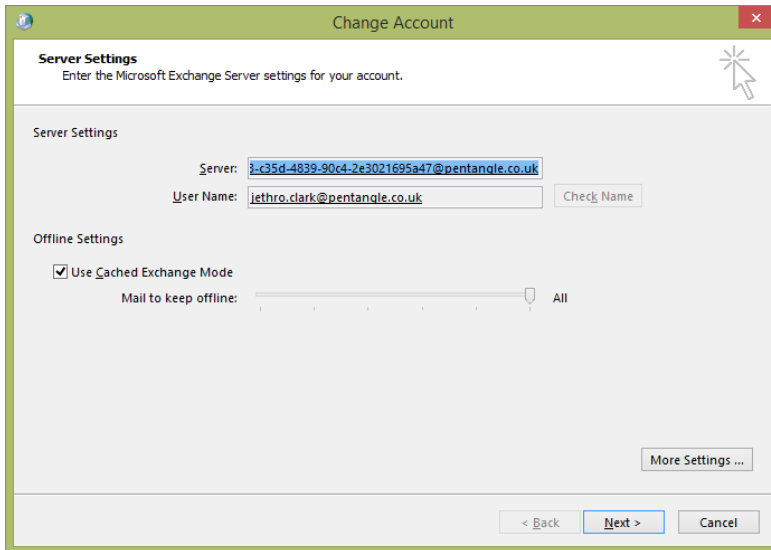
Then click on Mail/Mail(32 bit).



Click on E-mail Accounts...

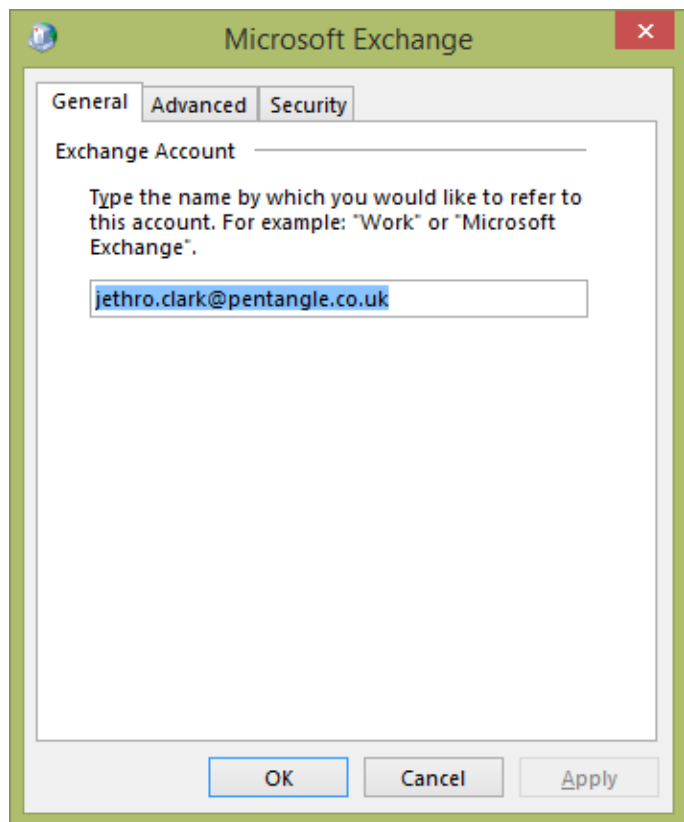


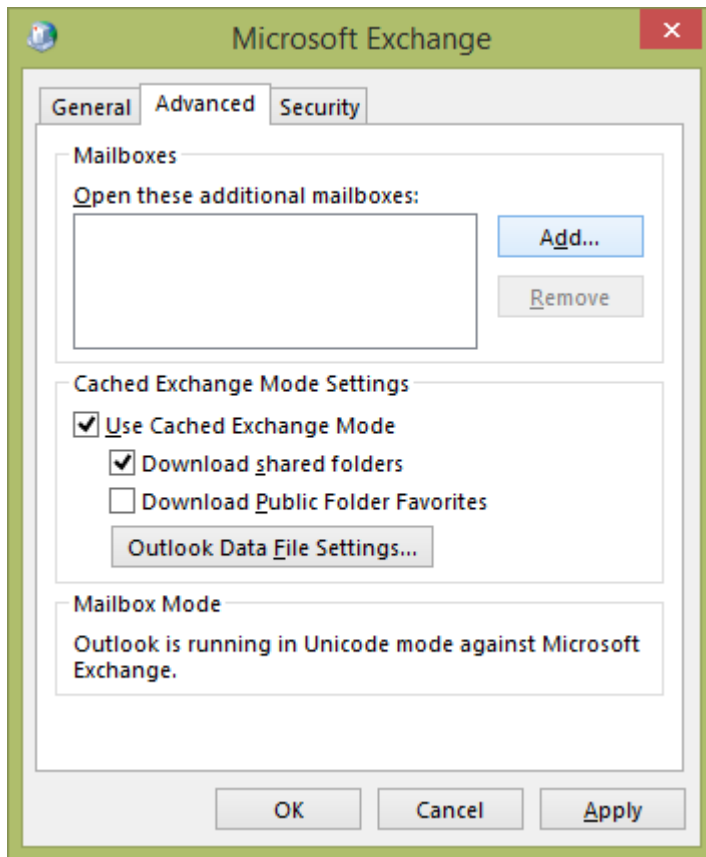
Then click on Change...



Click on More Settings...

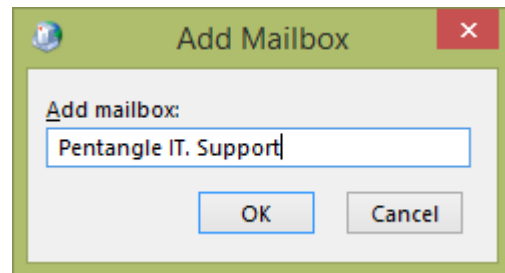
You should then see a window like this click on the Advanced tab





Click on Add...

And then type in the name of the mailbox you would like to add into your account



From there you should be able to click OK on that window, then Ok on the window before that and then when you are back to the window with the server settings click Next then finish.