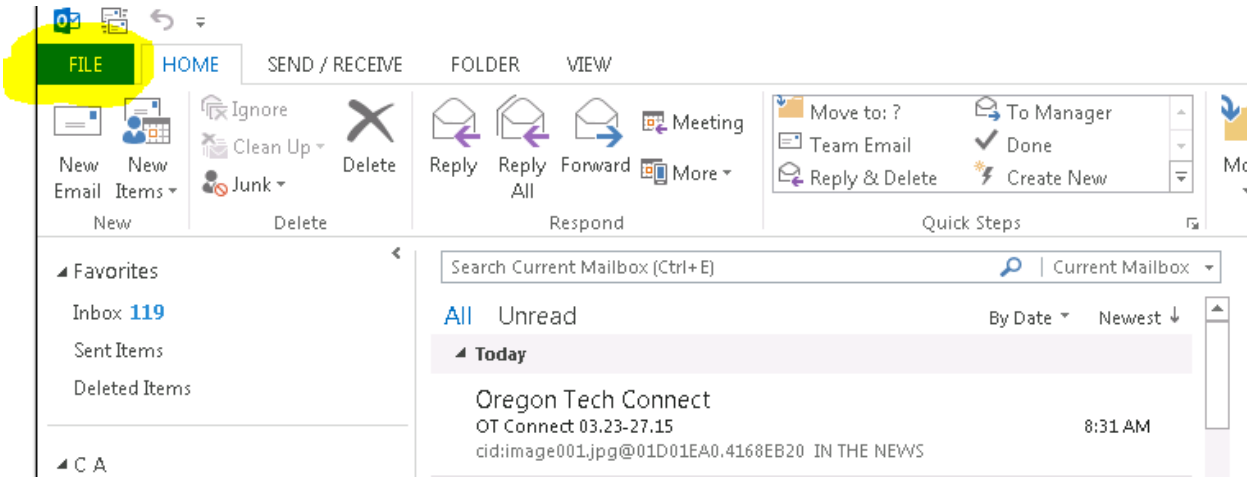
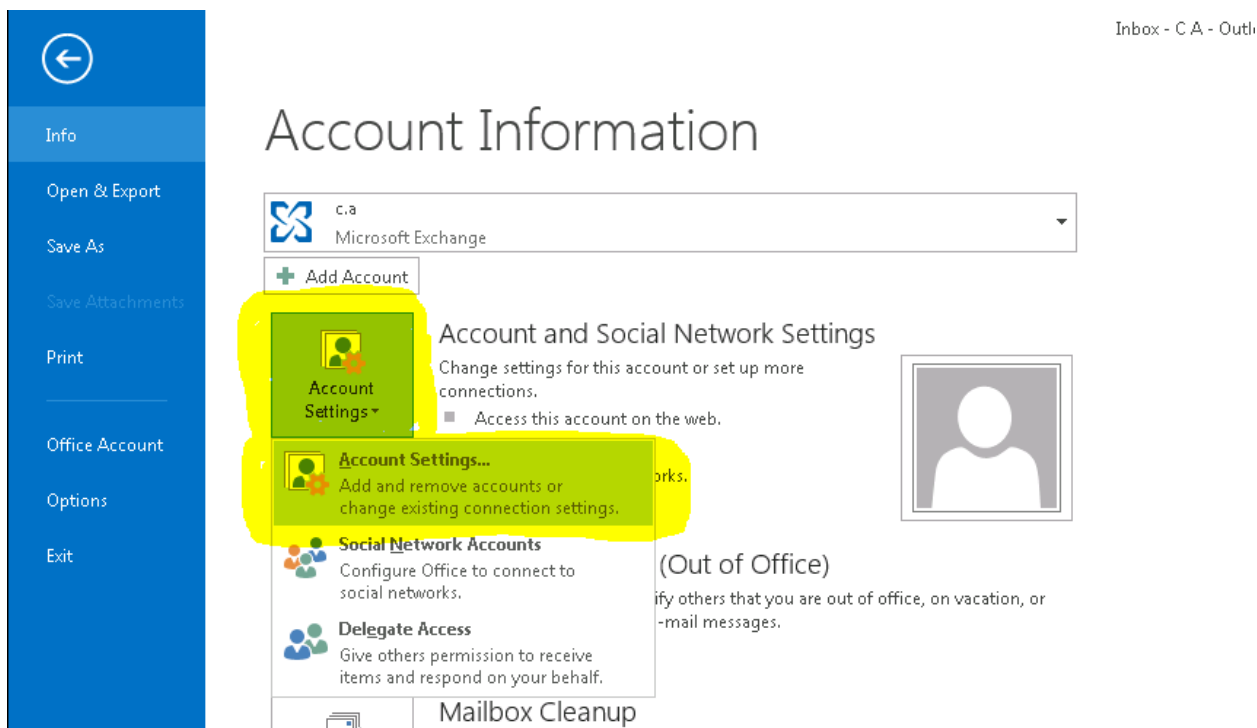


How to add additional mailboxes to your own in Outlook 2013

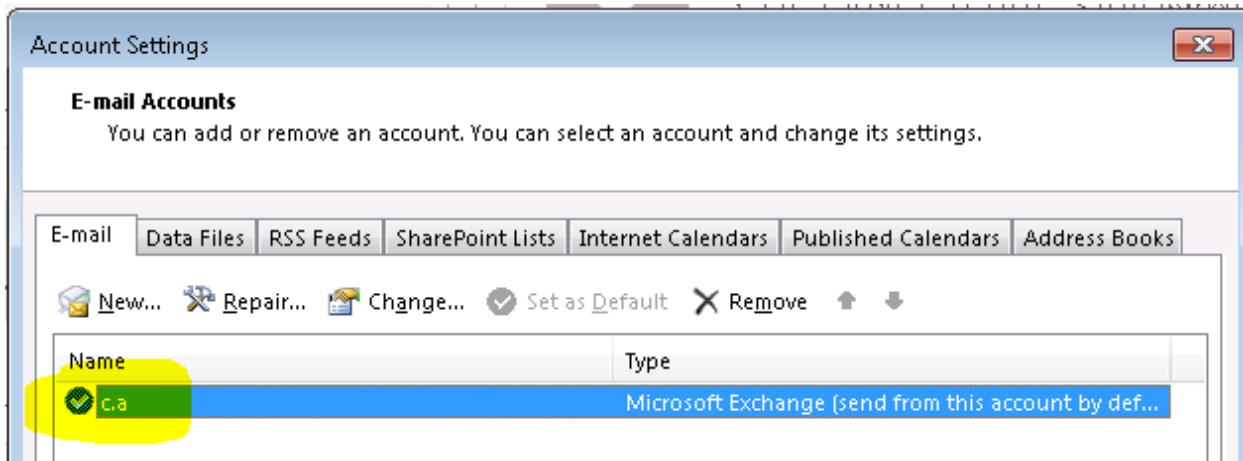
1. Click "File"



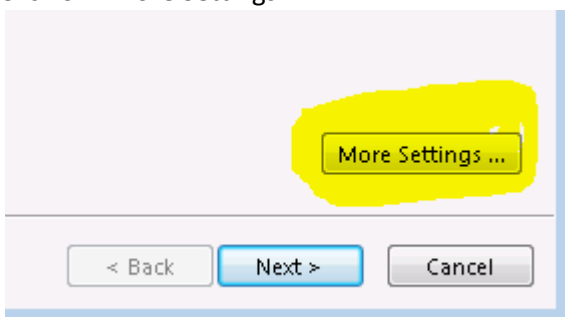
2. Click "Accounts Settings" box
3. In the menu that dropped down click "Account Settings..."



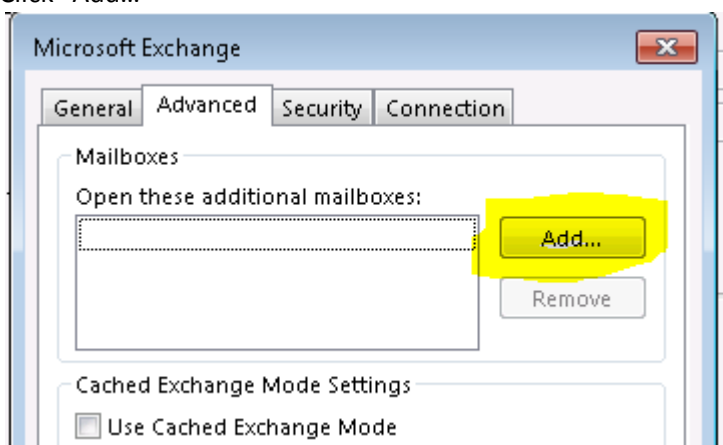
4. In the window that comes up double click on your name OR (Click once on your name then select "Change...")



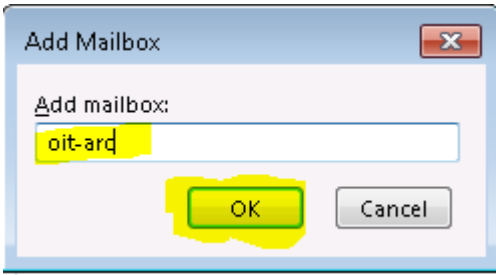
5. Click on "More Settings ..."



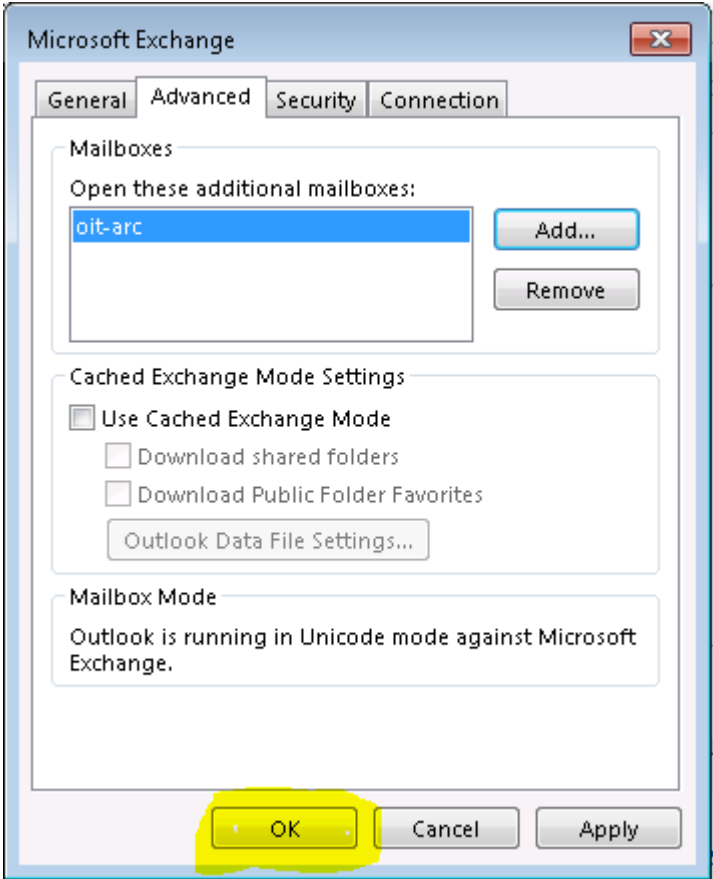
6. Select the "Advanced" tab
7. Click "Add..."



8. Enter just the name of the mailbox you want to add then click "OK"



9. Click "OK" to close on the Microsoft Exchange window



10. Click "Next >" followed by "Finish" to close the change account window

11. Click "Close" to close the account settings window.

12. View the new mailbox below your own mailbox.

