

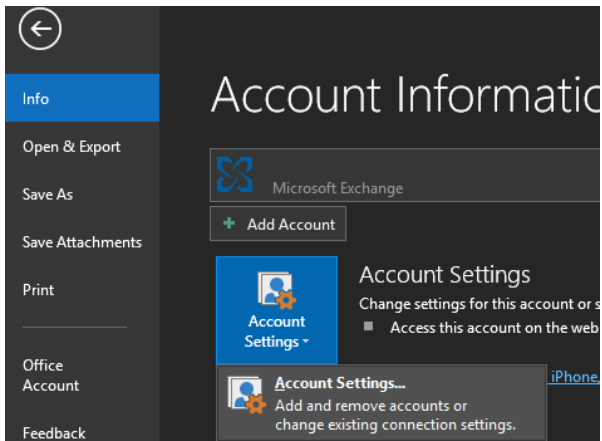
Add additional mailboxes - Outlook 2013/2016/2019

You can only add and open an additional mailbox that you have been granted access to.

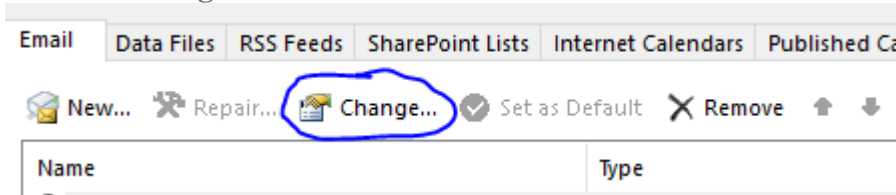
- 1.

Click on **File**

- 2.



3. Click on **Change**



4. Click on **More Settings**



5.

Click on the **Advanced** tab

6.

button

General Advanced Security

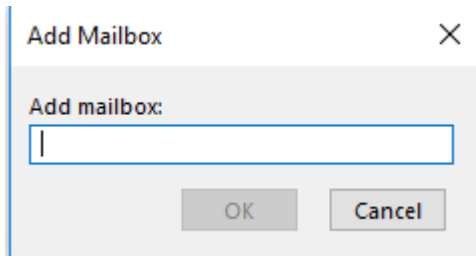
Mailboxes

Open these additional mailboxes:

Add...

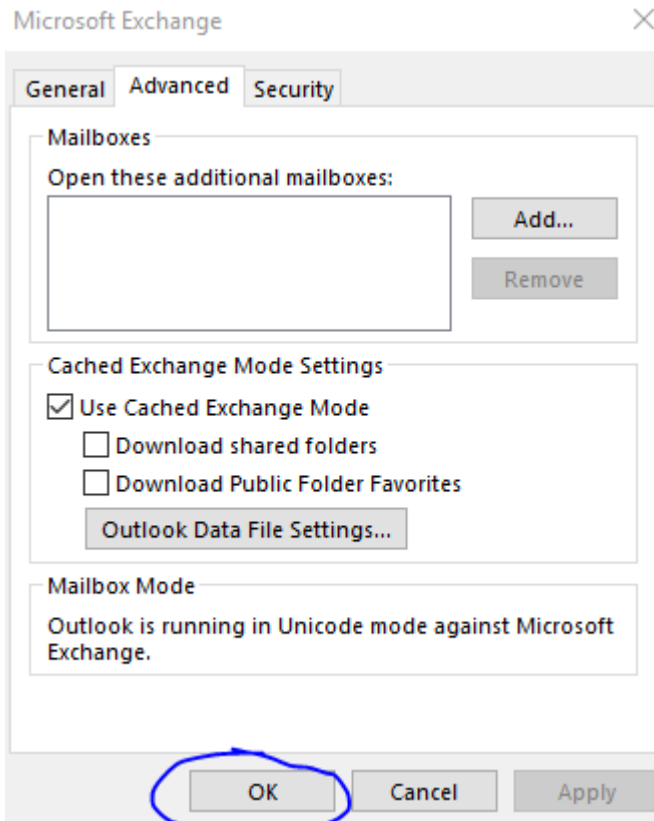
Remove

7.



- Repeat Steps 6 and 7 for each additional mailbox required

8. Once all mailboxes have been added, click OK



9. Click on

Next

Change Account



Server Settings

Enter the Microsoft Exchange Server settings for your account.



User Name:

Offline Settings

☒ Use Cached Exchange Mode

Mail to keep offline: All

More Settings ...

< Back

Next >

Cancel

Help

10.

You're all set!

We have all the information we need to set up your account.

< Back

Finish

Help

Revision #1

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