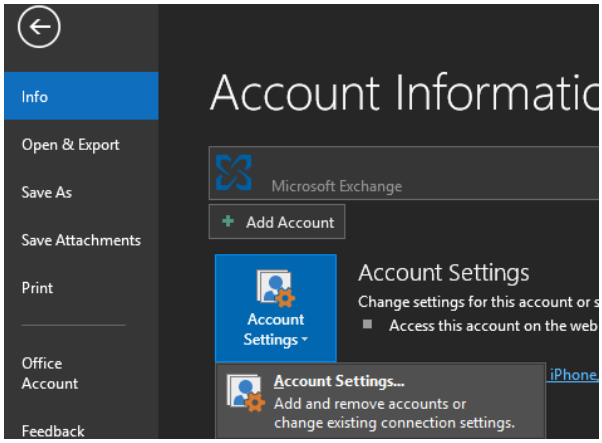
Add additional mailboxes - Outlook 2013/2016/2019

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

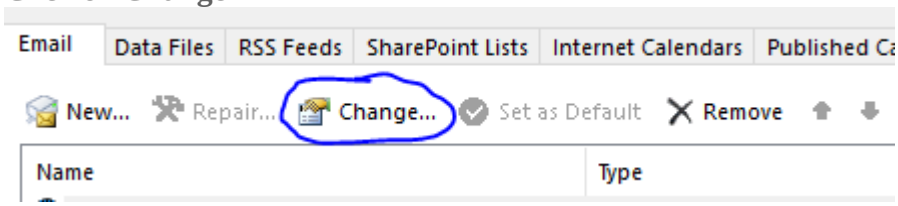
1.

   Click on **File**

2.



3. Click on **Change**



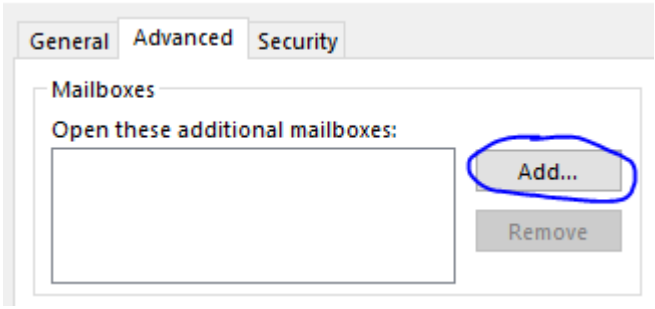
4. Click on **More Settings**



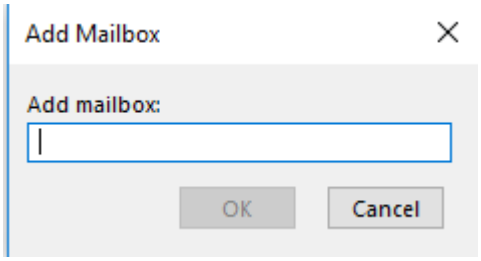
5. Click on the **Advanced** tab

6.

button

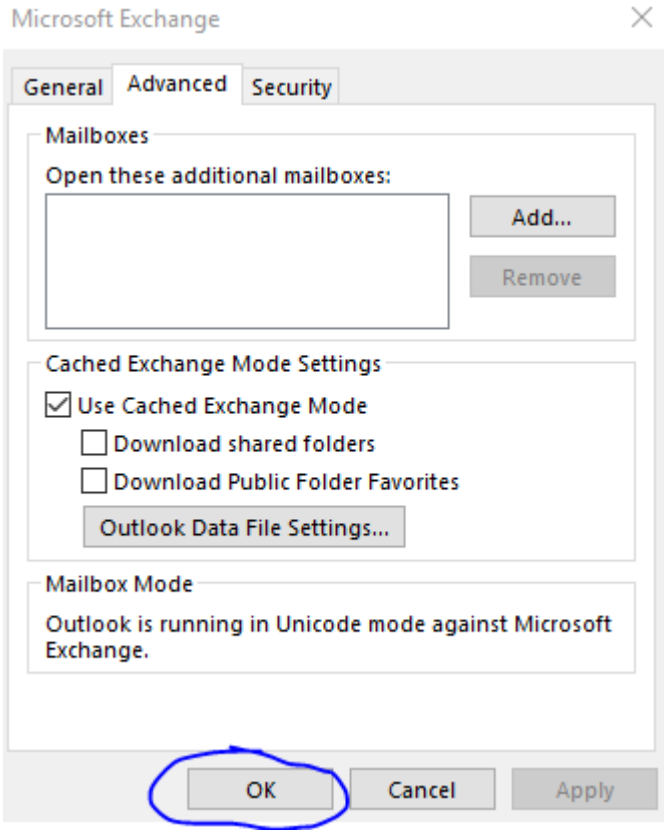

General
Advanced
Security
Mailboxes
Open these additional mailboxes:
Add...
Remove

7.



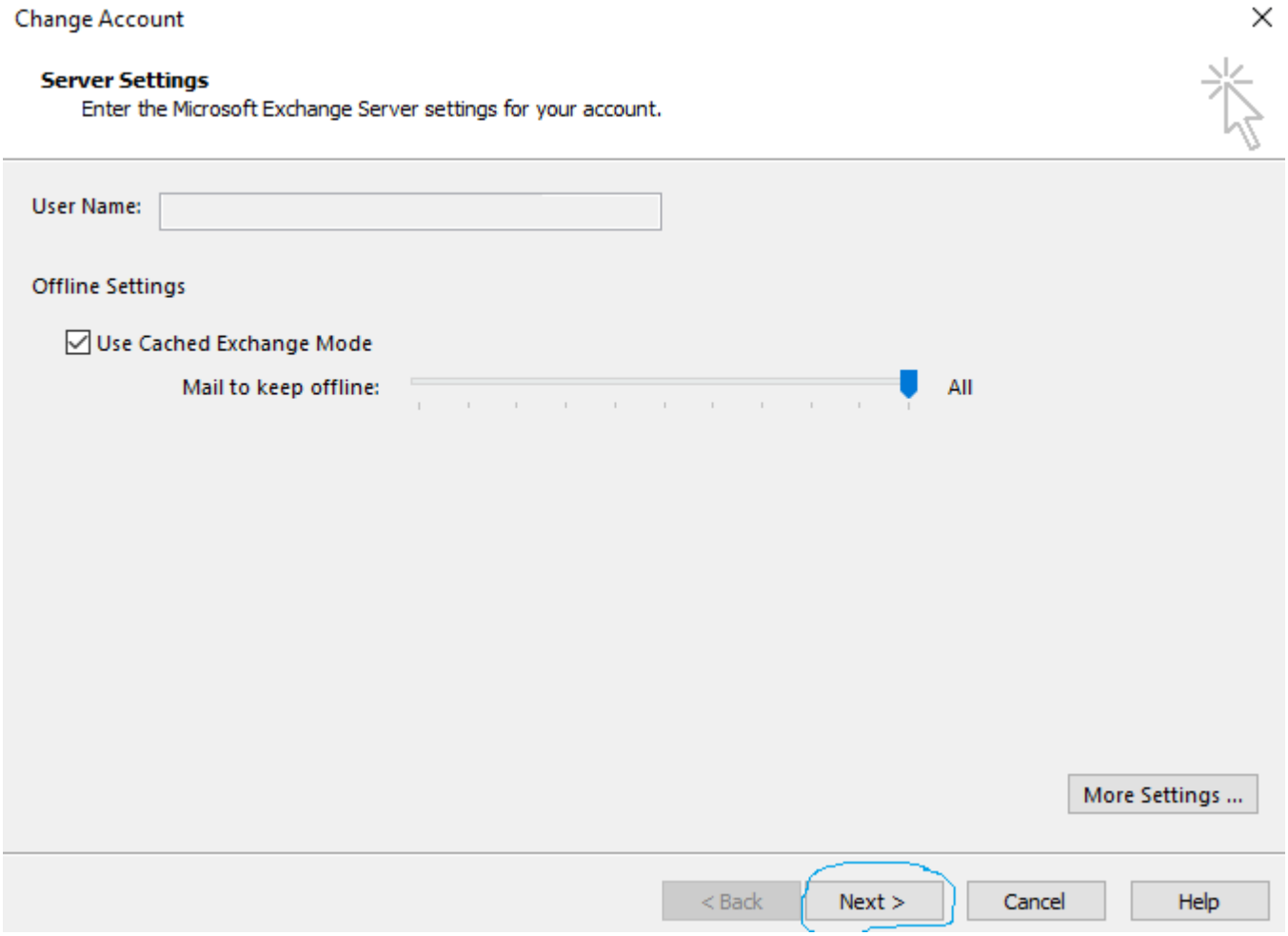
- Repeat Steps 6 and 7 for each additional mailbox required

8. Once all mailboxes have been added, click OK

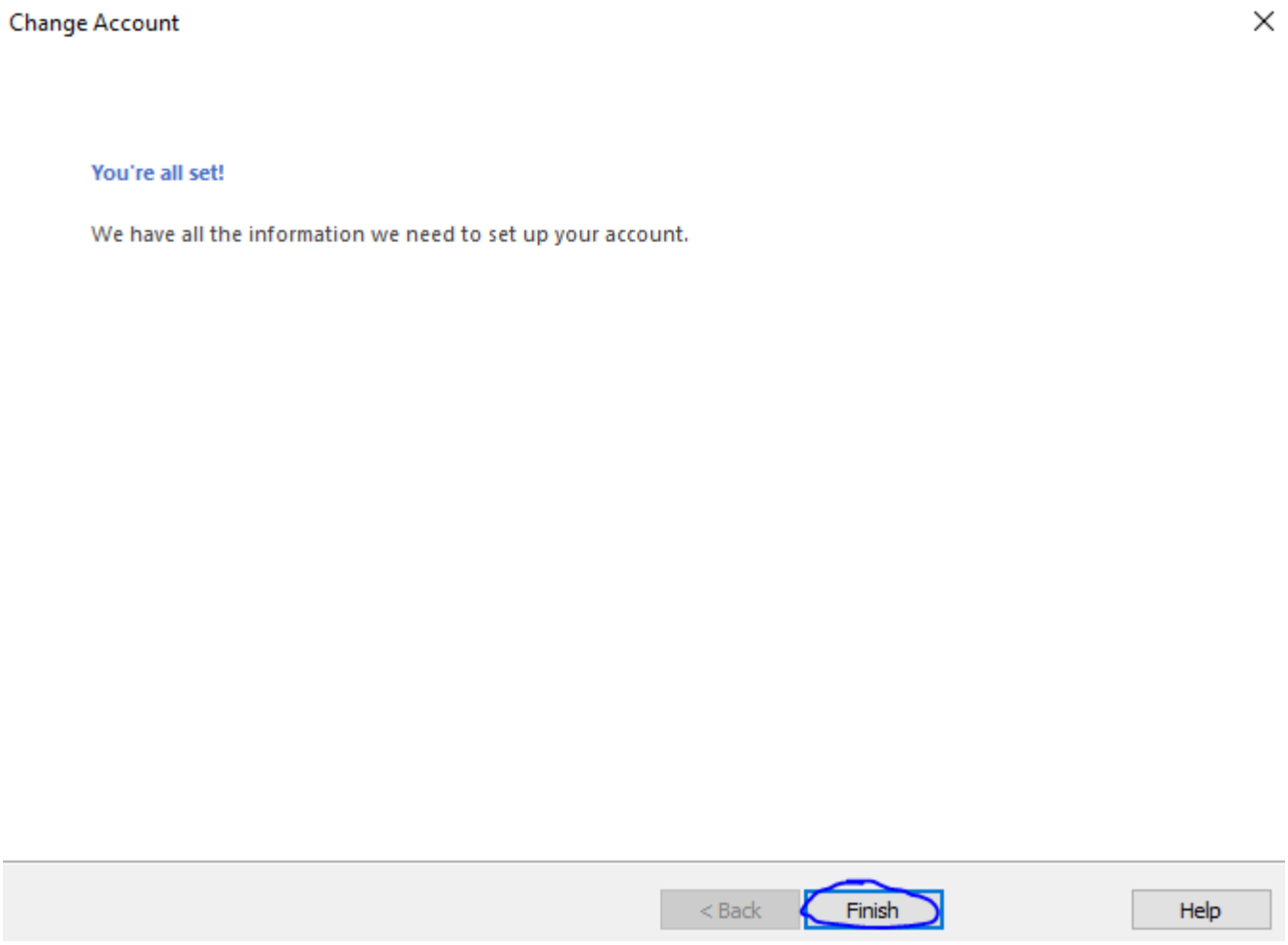


9. Click on

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.



Revision #1

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