

# Add additional mailboxes - Outlook 2013/2016/2019

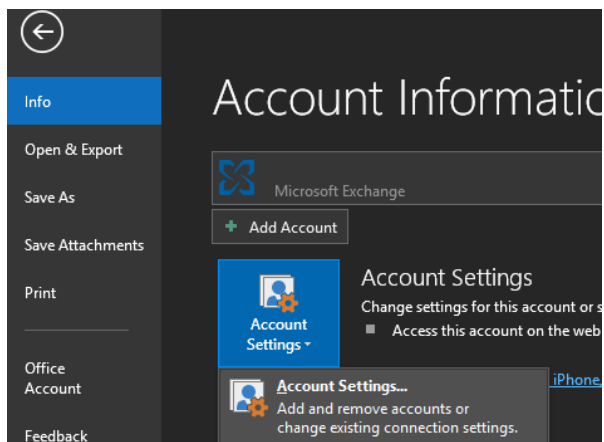
You can only add and open an additional mailbox that you have been granted access to.

1.

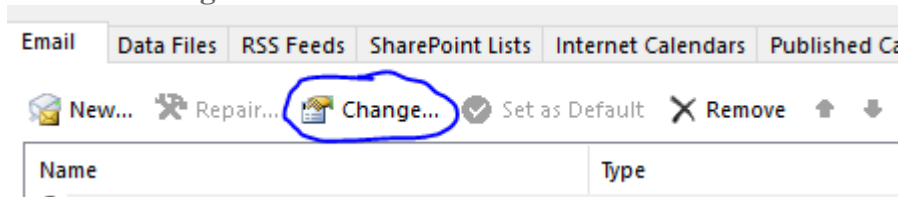
Click on **File**

2.





3. Click on **Change**



4. Click on **More Settings**



5.

Click on the **Advanced** tab

6.

button

General Advanced Security

Mailboxes

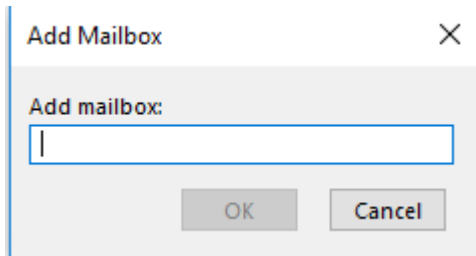
Open these additional mailboxes:

Add...

Remove

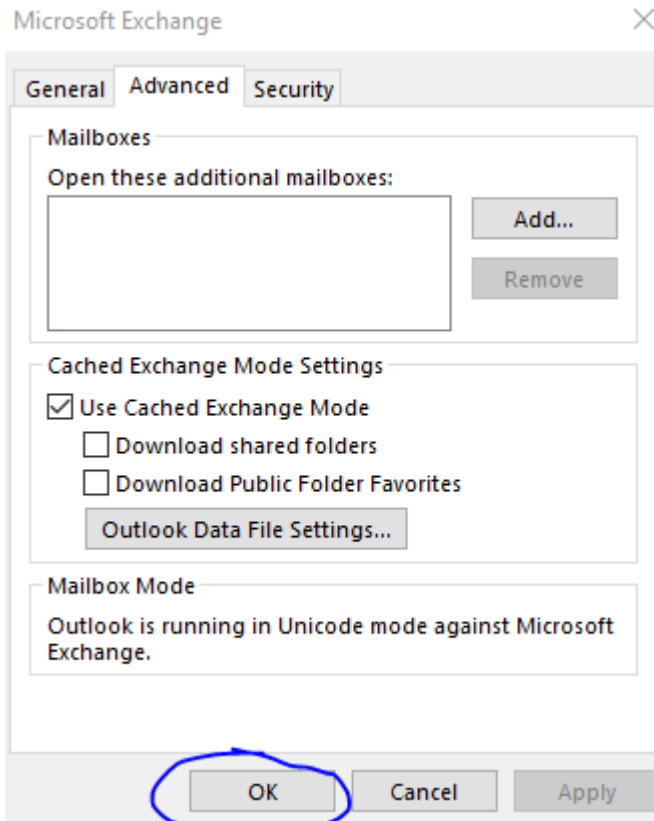
7.





- 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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