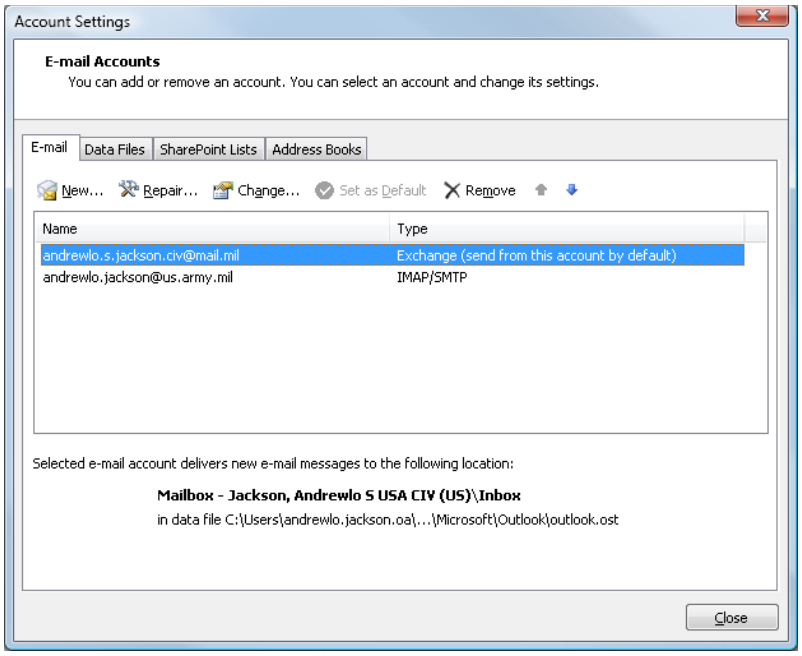
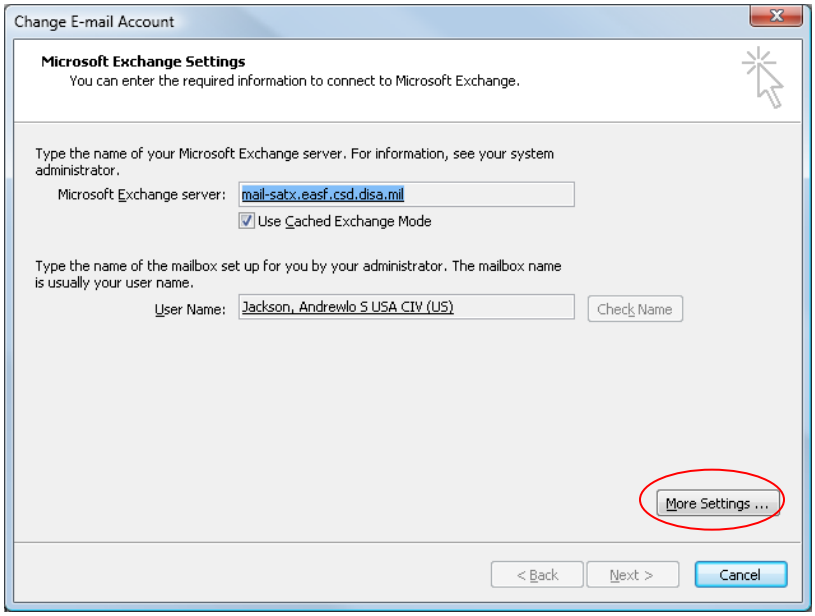
How to Open Additional Exchange Mailboxes in Outlook

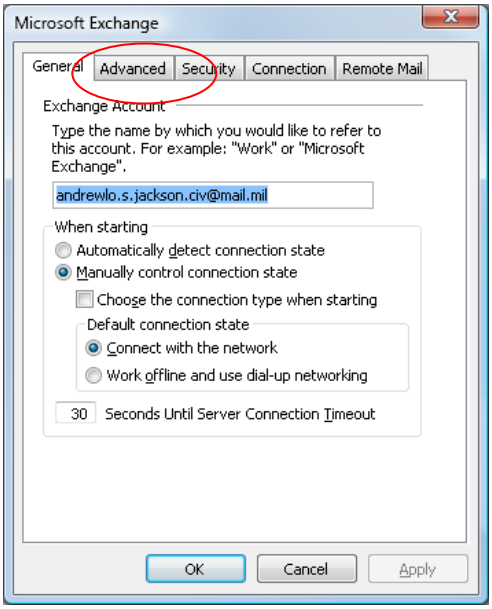
1. Click “File,” “Account Settings,” then “Account Settings” again.
2. Double click **Your E-mail address**.



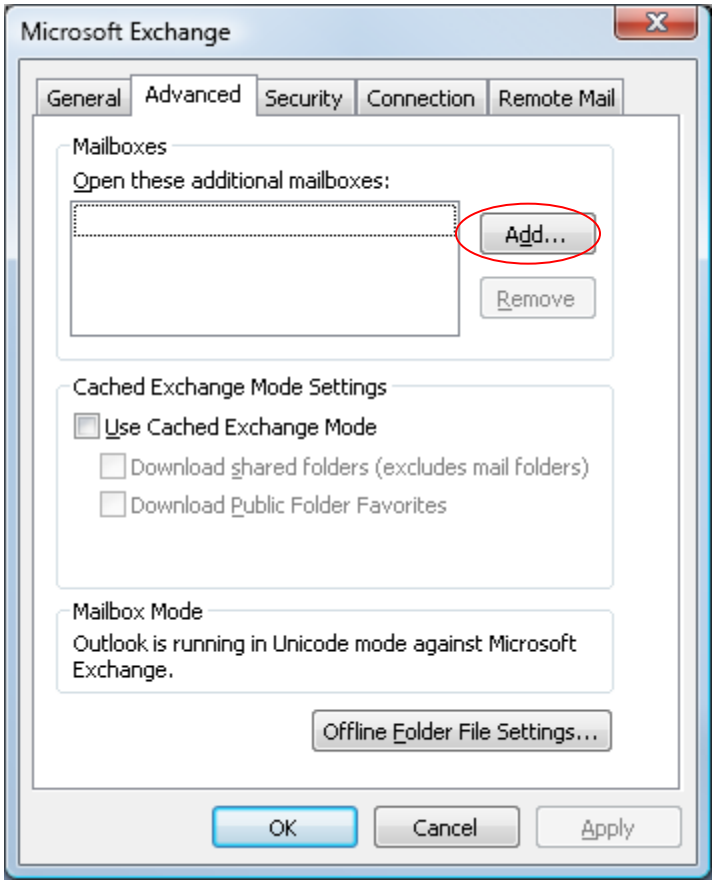
3. Click **More Settings.**



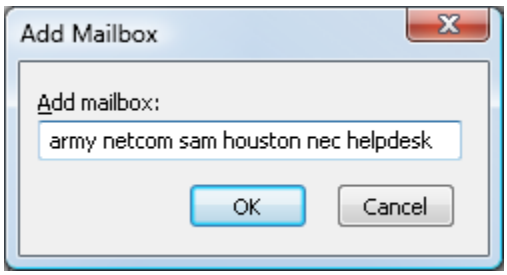
4. Click the **Advanced** tab.



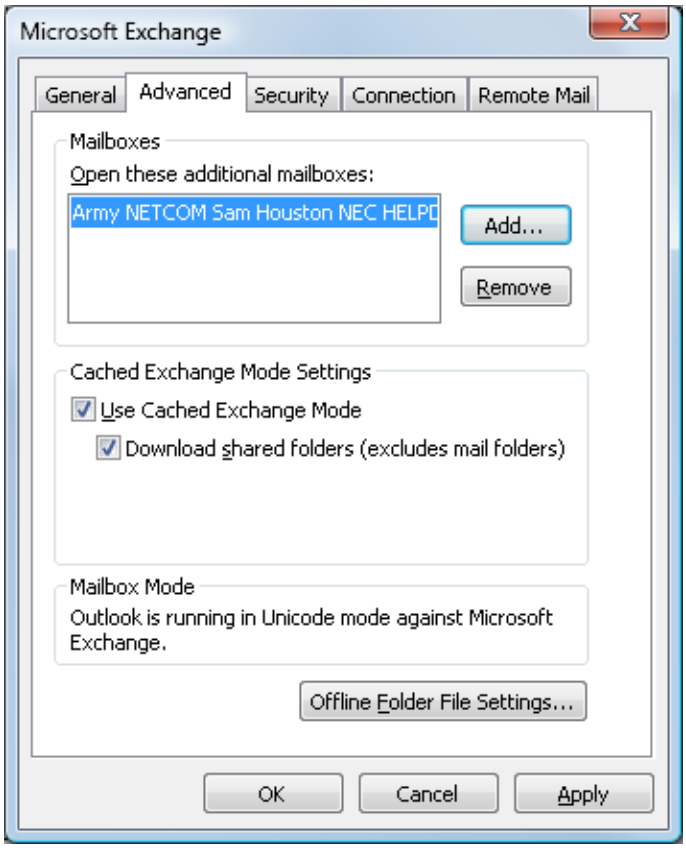
5. Under **Mailboxes**, click **Add**



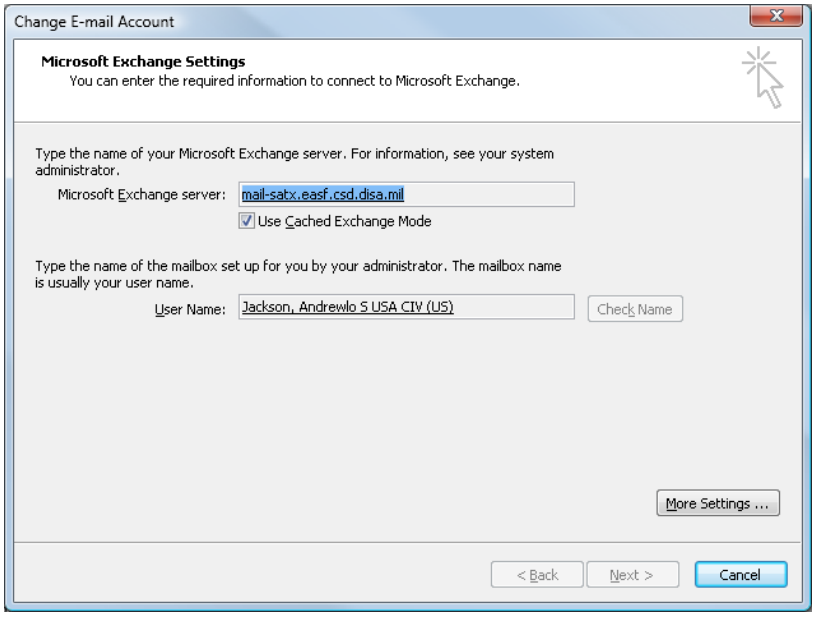
6. Type in the name of the mailboxes to add then Click **OK**.



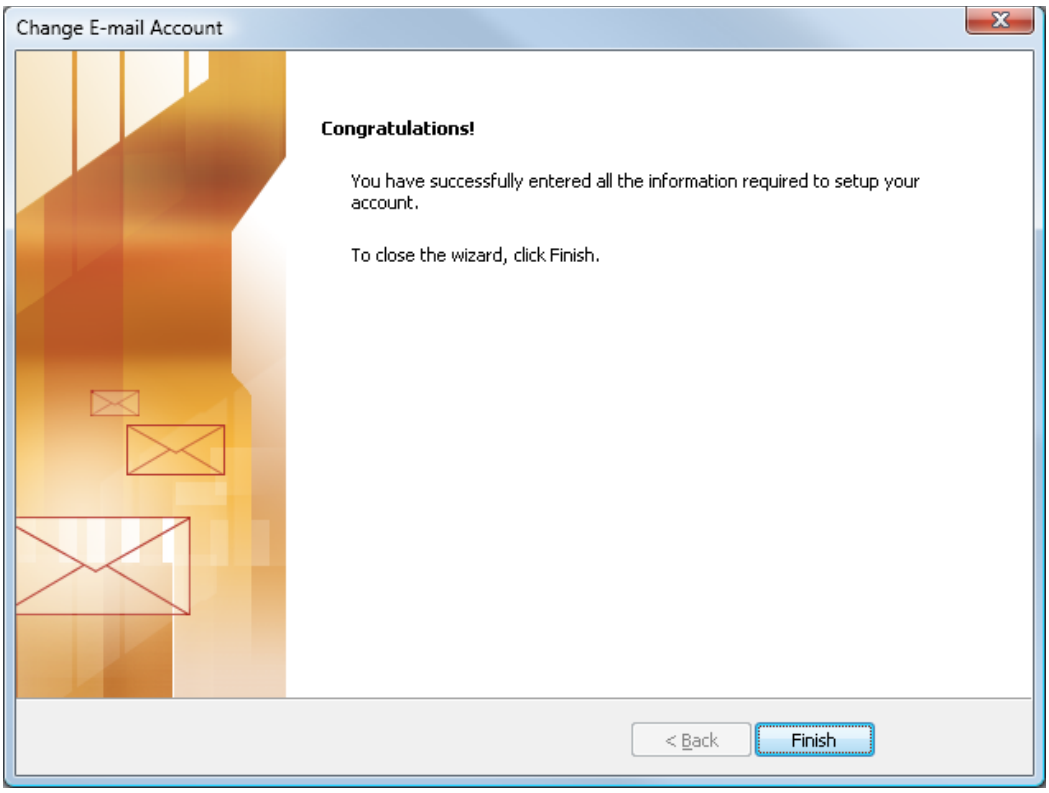
7. Click **OK**.



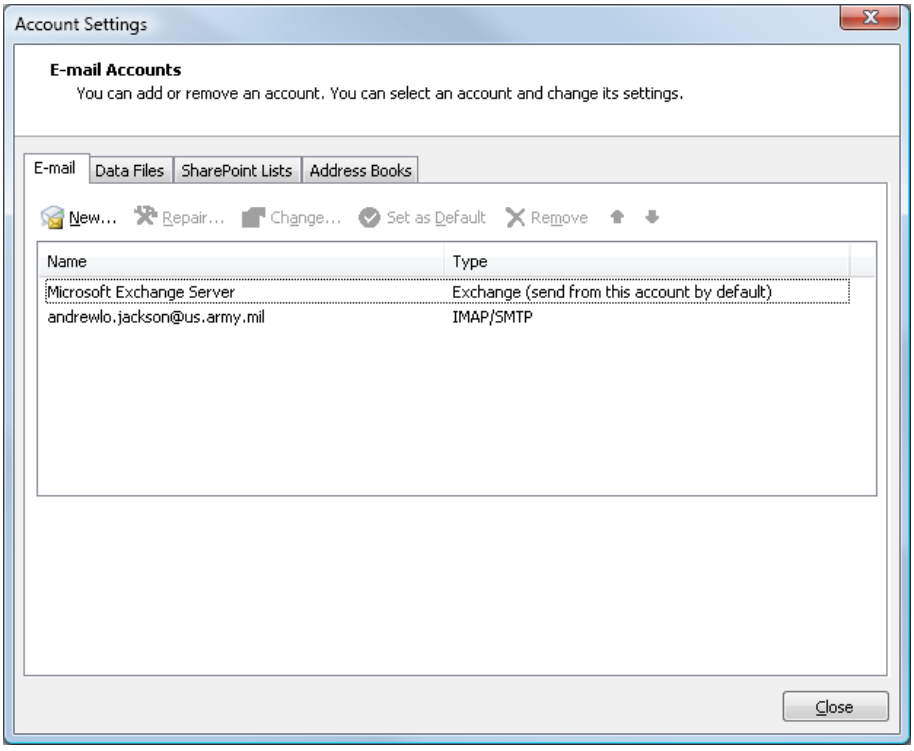
8. Click **Next**.

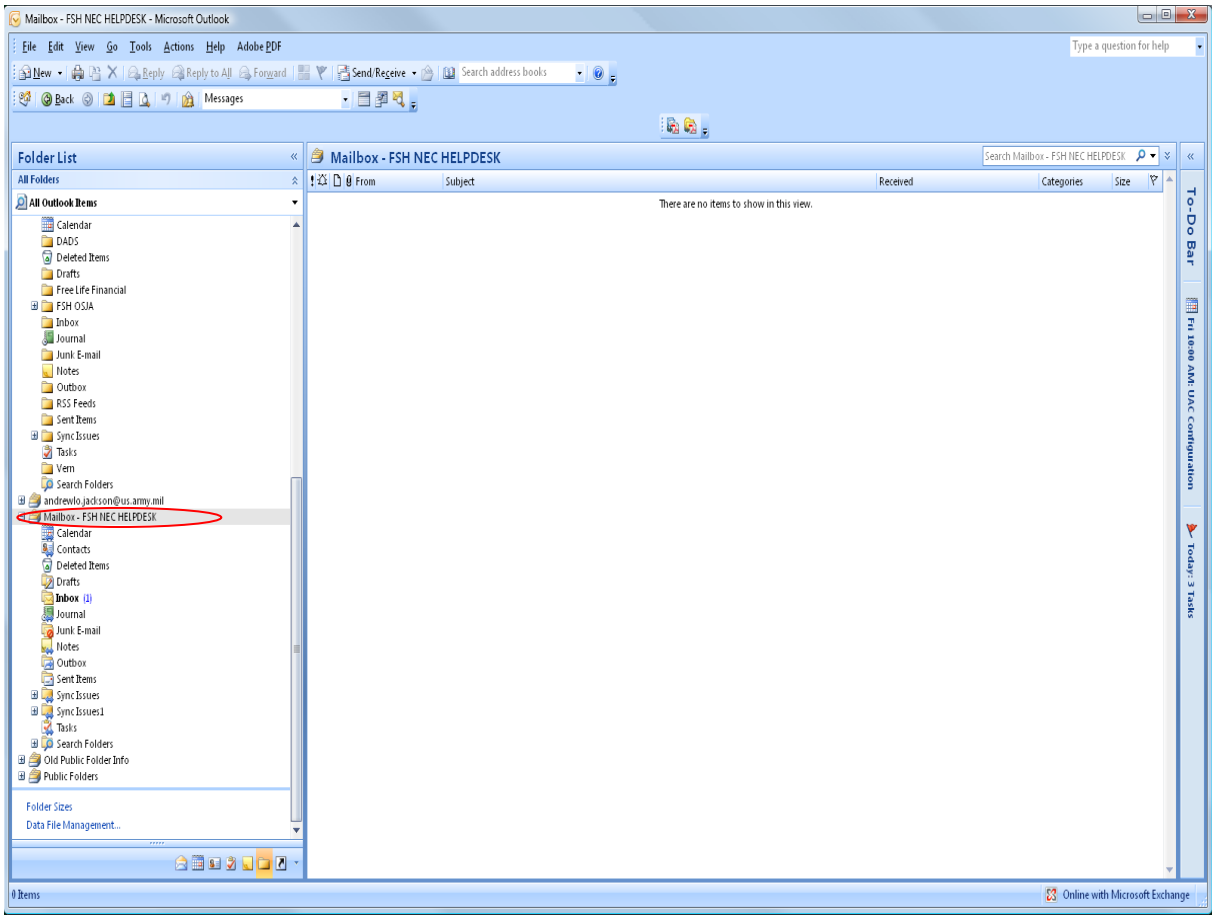


9. Click Finish



10. Click Close




Mailbox - FSH NEC HELPDESK - Microsoft Outlook
File Edit View Go Tools Actions Help Adobe PDF
Type a question for help
New Reply Reply to All Forward Send/Receive Search address books
Back Messages
Folder List
All Folders
All Outlook Items
Calendar
DADS
Deleted Items
Drafts
Free Life Financial
FSH OSJA
Inbox
Journal
Junk E-mail
Notes
Outbox
RSS Feeds
Sent Items
Sync Issues
Tasks
Vern
Search Folders
andrewlo.jackson@us.army.mil
Mailbox - FSH NEC HELPDESK
Calendar
Contacts
Deleted Items
Drafts
Inbox (1)
Journal
Junk E-mail
Notes
Outbox
Sent Items
Sync Issues
Sync Issues1
Tasks
Search Folders
Old Public Folder Info
Public Folders
Folder Sizes
Data File Management...
Mailbox - FSH NEC HELPDESK
Search Mailbox - FSH NEC HELPDESK
From
Subject
Received
Categories
Size
There are no items to show in this view.
To-Do Bar
Fri 10:00 AM: UAC Configuration
Today: 3 Tasks
0 Items
Online with Microsoft Exchange