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.

Change E-mail Account		X
Microsoft Exchange Settings You can enter the required information to connect to Microsoft Exchange.		
Type the name of your Microsoft administrator.	Exchange server. For information, see your system	
Microsoft <u>E</u> xchange server:	mail-satx.easf.csd.disa.mil	
	☑ Use <u>C</u> ached Exchange Mode	
Type the name of the mailbox se is usually your user name. ∐ser Name:	t up for you by your administrator. The mailbox name Jackson, Andrewlo S USA CIV (US)	Check Name
		More Settings
	< <u>B</u> ack	Next > Cancel

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.

Change E-mail Account		×
Microsoft Exchange Setting You can enter the required	gs I information to connect to Microsoft Exchange.	×
Type the name of your Microsoft administrator.	Exchange server. For information, see your system	
Microsoft <u>E</u> xchange server:	mail-satx.easf.csd.disa.mil	
	Use Cached Exchange Mode	
Type the name of the mailbox se is usually your user name. User Name:	t up for you by your administrator. The mailbox name	Chec <u>k</u> Name
		More Settings
	< <u>B</u> ack	Next > Cancel

9. Click Finish

Change E-mail Account		×
	Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish.	
	< <u>B</u> ack Finish	

10. Click Close

Account Settings	X			
E-mail Accounts You can add or remove an account. You can select an account and change its settings.				
E-mail Data Files SharePoint Lists Address B	Books			
🥁 New 🛠 Repair 🖝 Change 🖉	Set as <u>D</u> efault 🗙 Remove 🕈 🖡			
Name	Туре			
Microsoft Exchange Server	Exchange (send from this account by default)			
	Glose			

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