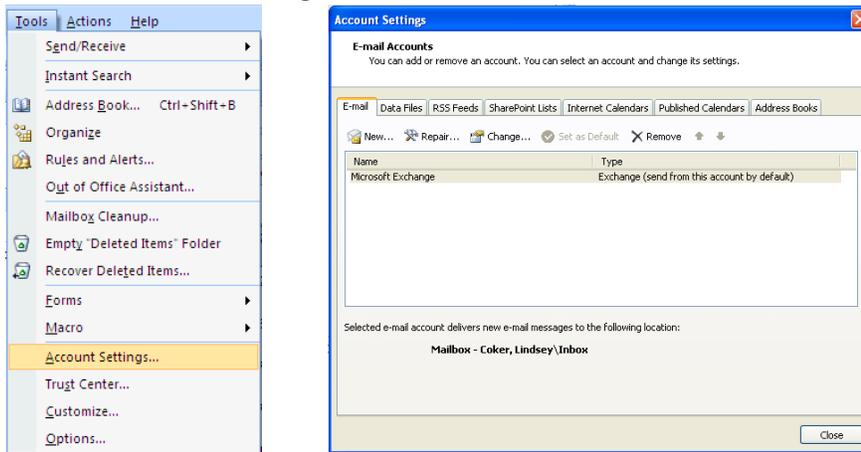
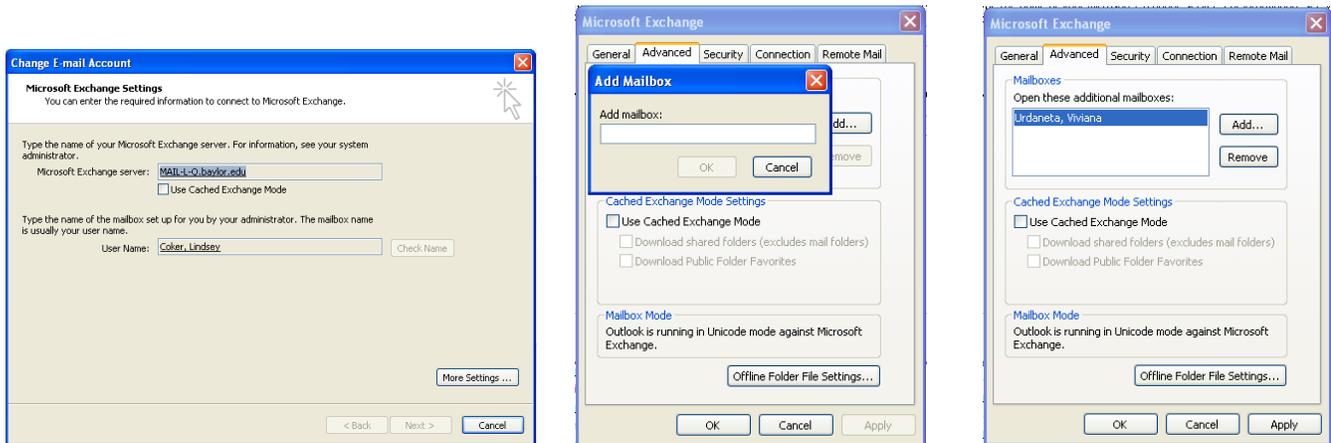


# How to add “Additional Mailboxes” to your Outlook folder list

1. With Outlook already open, select the “Tools” menu and choose “Account Settings.” Highlight the email account and then click the “Change” button.



2. Select the “More settings” button. Click on the “Advanced” tab and choose “Add.” Here you will enter the account\_name or bear\_id, and then click OK. Click OK one more time, Next, and Finish.



3. You should now be able to see the Account\_Name Inbox within your Outlook folder list view.

