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.

Tools Actions Help		Account Settings		
S <u>e</u> nd/Receive	•	E-mail Accounts You can add or remove an account. You can select an account and change its settings.		
Instant Search	•			
Address <u>B</u> ook Ctrl+Shift+B		E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books		
Organize Organize		🏹 New 🎘 Repair 🚰 Change ⊘ Set as Default 🗙 Remove 🔹 🐥		
Rules and Alerts		Name Type		
Out of Office Assistant		Microsoft Exchange Exchange (send from this account by default)		
Mailbo <u>x</u> Cleanup				
Empty "Deleted Items" Folder				
Recover Deleted Items				
	_			
Forms	•			
<u>M</u> acro	+	Selected e-mail account delivers new e-mail messages to the following location:		
Account Settings		Mailbox - Coker, Lindsey\Inbox		
Tru <u>s</u> t Center				
<u>C</u> ustomize		L		
Options		Clos		

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.

	Microsoft Exchange	Microsoft Exchange
Change E-mail Account	General Advanced Security Connection Remote Mail	General Advanced Security Connection Remote Mail
Microsoft Exchange Settings You can enter the required information to connect to Microsoft Exchange.	Add Mailbox Add mailbox:	Mailboxes Open these additional mailboxes: Urdaneta, Viviana
Type the name of your Microsoft Exchange server. For information, see your system administrator. Microsoft Exchange server: Microsoft Exchange Server: Use Cached Exchange Mode Type the name of the malbox set up for you by your administrator. The malbox name is usually your user name. User Name: Coker, Lindsey Check Name	OK Cancel OK Cancel Cached Exchange Mode Settings Use Cached Exchange Mode Download shared folders (excludes mail folders) Download Public Folder Favorites	Ceched Exchange Mode Settings Use Ceched Exchange Mode Download shared folders (excludes mail folders) Download Public Folder Pavorites
More Settings	Malibox Mode Outlook is running in Unicode mode against Microsoft Exchange. Offline Folder File Settings	Malibox Mode Outlook is running in Unicode mode against Microsoft Exchange. Offline Folder File Settings
< Back Next > Cancel	OK Cancel Apply	OK Cancel Apply

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

🕞 Urdaneta, Viviana - Inbox in Mailbox - Urdaneta, Viviana - Microsoft Outlook 🛛 💷 🛪							
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Inbox	Click here to enable Instant Search						
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Junk E-mail	FW: Timesheet	Registrar A reminder to all students who may be attending B					
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📴 In Progress	Some readings for 7/31	If you register late-that is, beginning the first (Full 07-August 20), there will be a \$75 late fe					
🗄 📁 Search Folders E 🎒 Mailbox - Urdaneta, Vivi	🖻 Billy Ruiz Thu 7/19 🔿 🌝	(Tall 07-Rugust 20), there will be a \$75 late re					
inbox (2)	FW: Info para viviana 🖉 🔍	If you have already completed your financial settle					
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Government Copyright C Baylor® University. All rights reserved. Trademar							