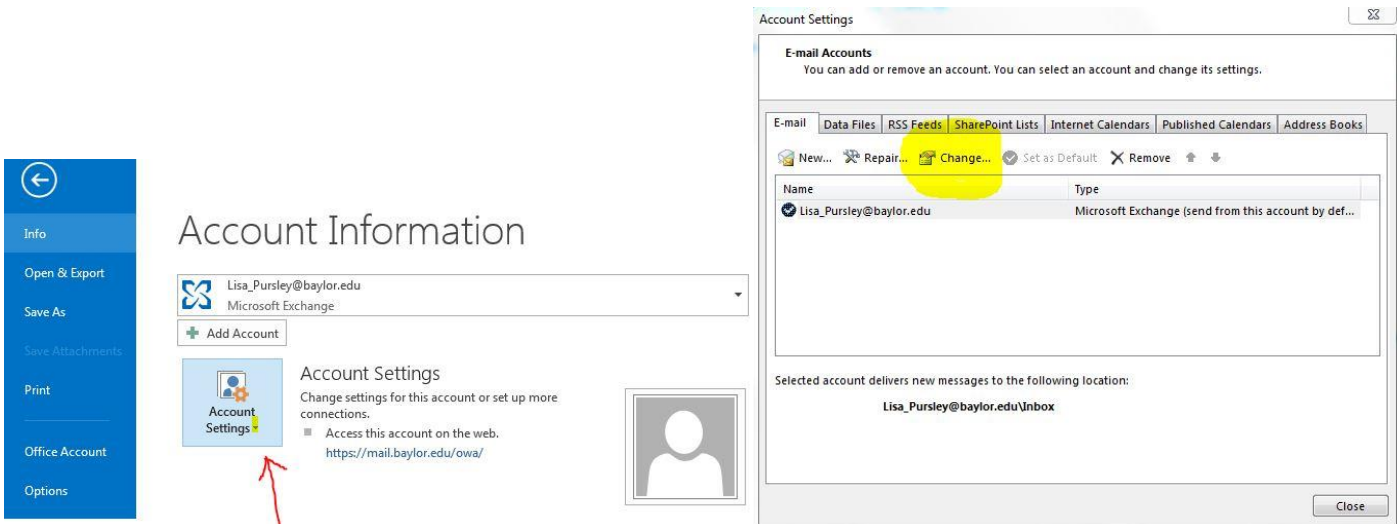
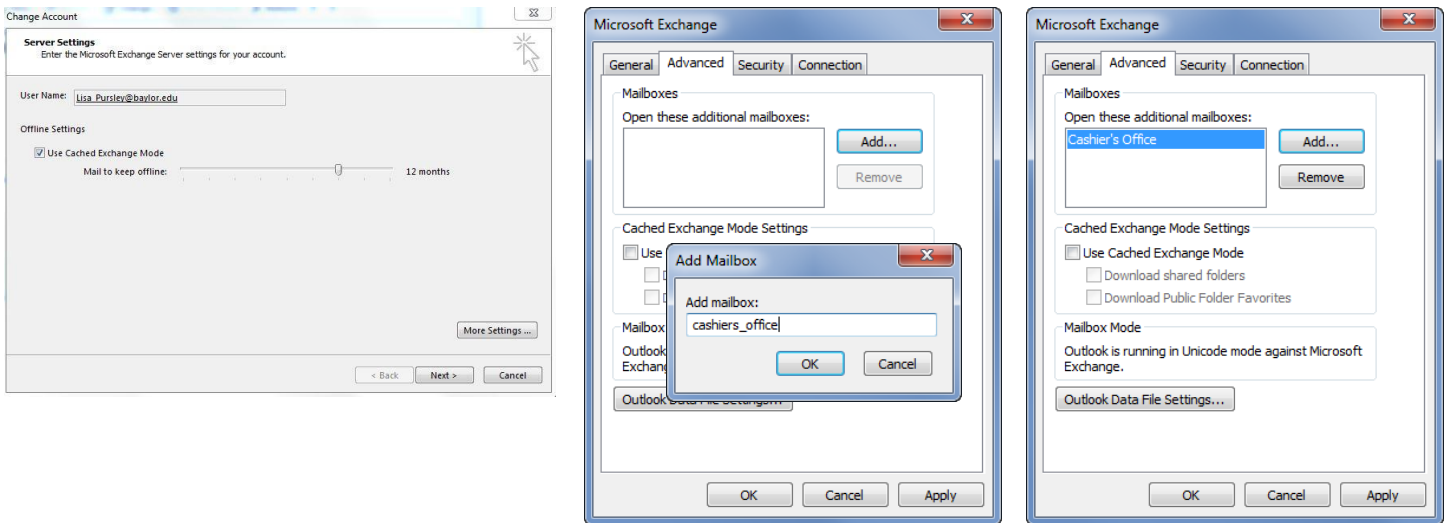


# How to add “Additional Mailboxes” using Outlook 2016

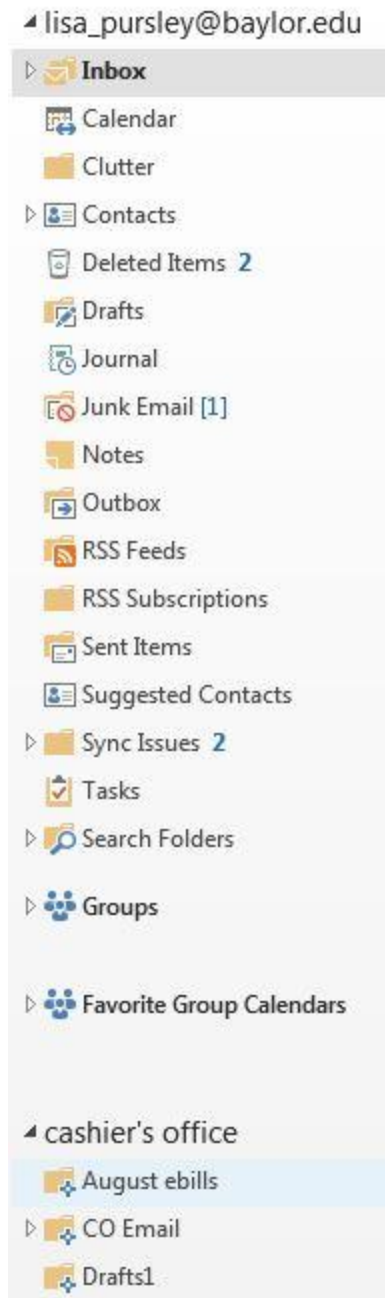
1. With Outlook already open, click on the “File” tab, choose Info on the left side of the screen, and then click on the “Account Settings” button. Next, choose “Account Settings...” from the drop-down list. Select “Microsoft Exchange” and then click the “Change” button.



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. The example given here is for the cashiers\_office. Click OK one more time, Next, and Finish.



3. You should now be able to see the additional mailbox within your Outlook folder list view. Click on the plus sign to expand the account and see the folder(s) that you have been granted permission to.



If you have any further questions, please contact the Help Desk at 254.710.4357