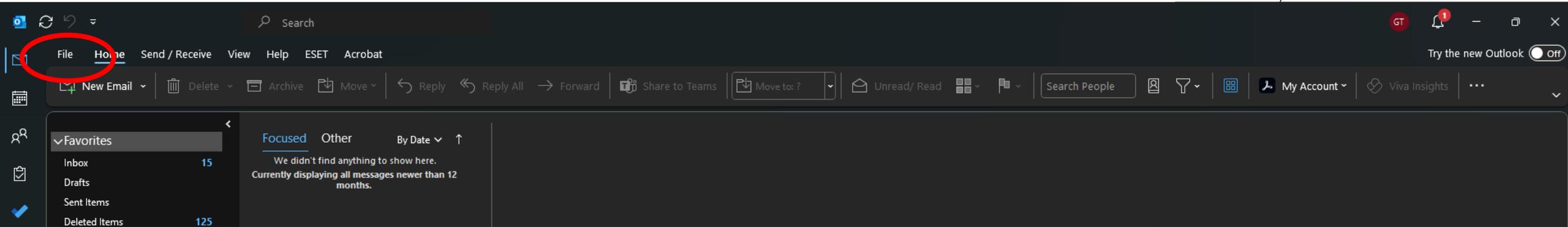# HOW TO:

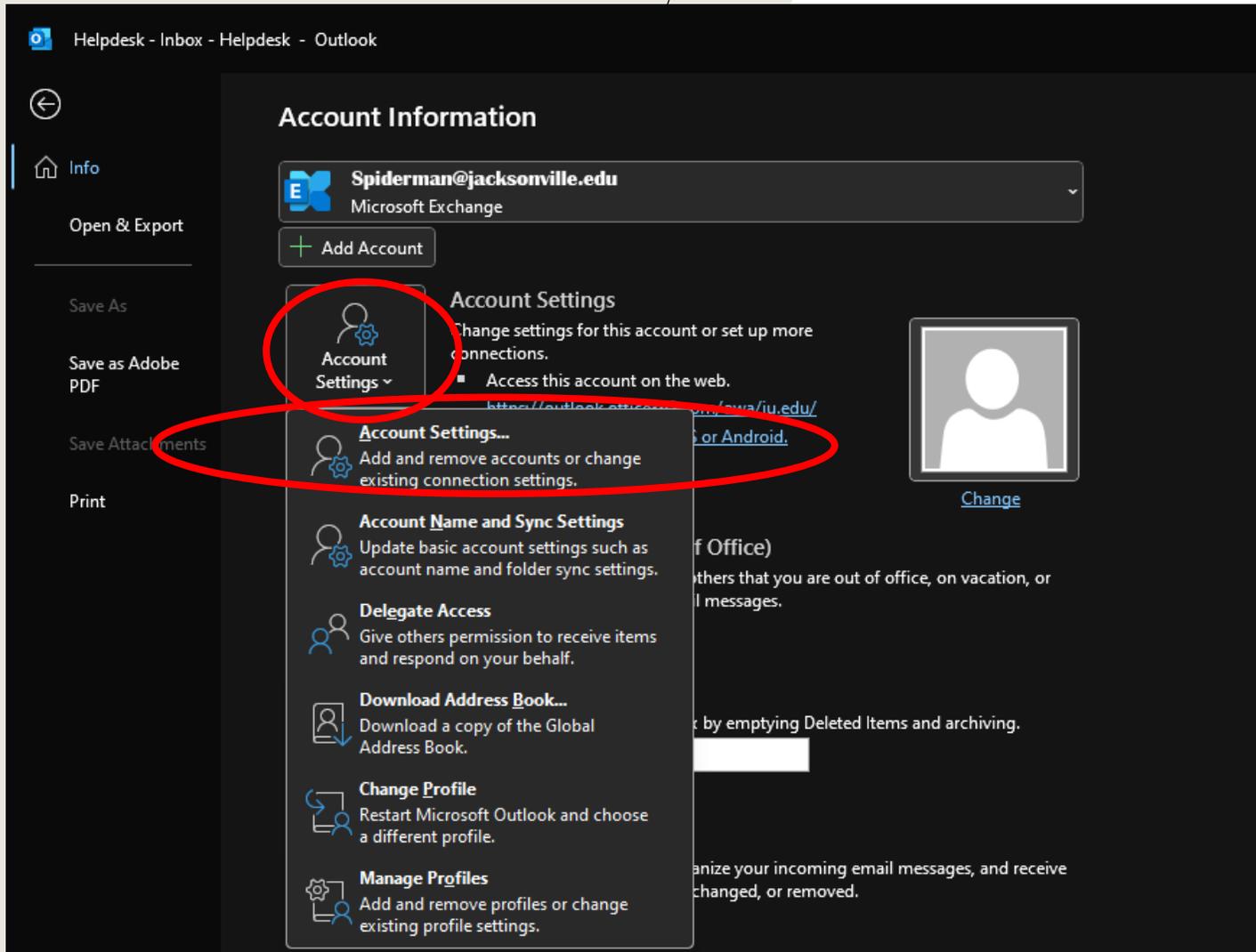## CONNECT ADDITIONAL MAILBOX IN OUTLOOK

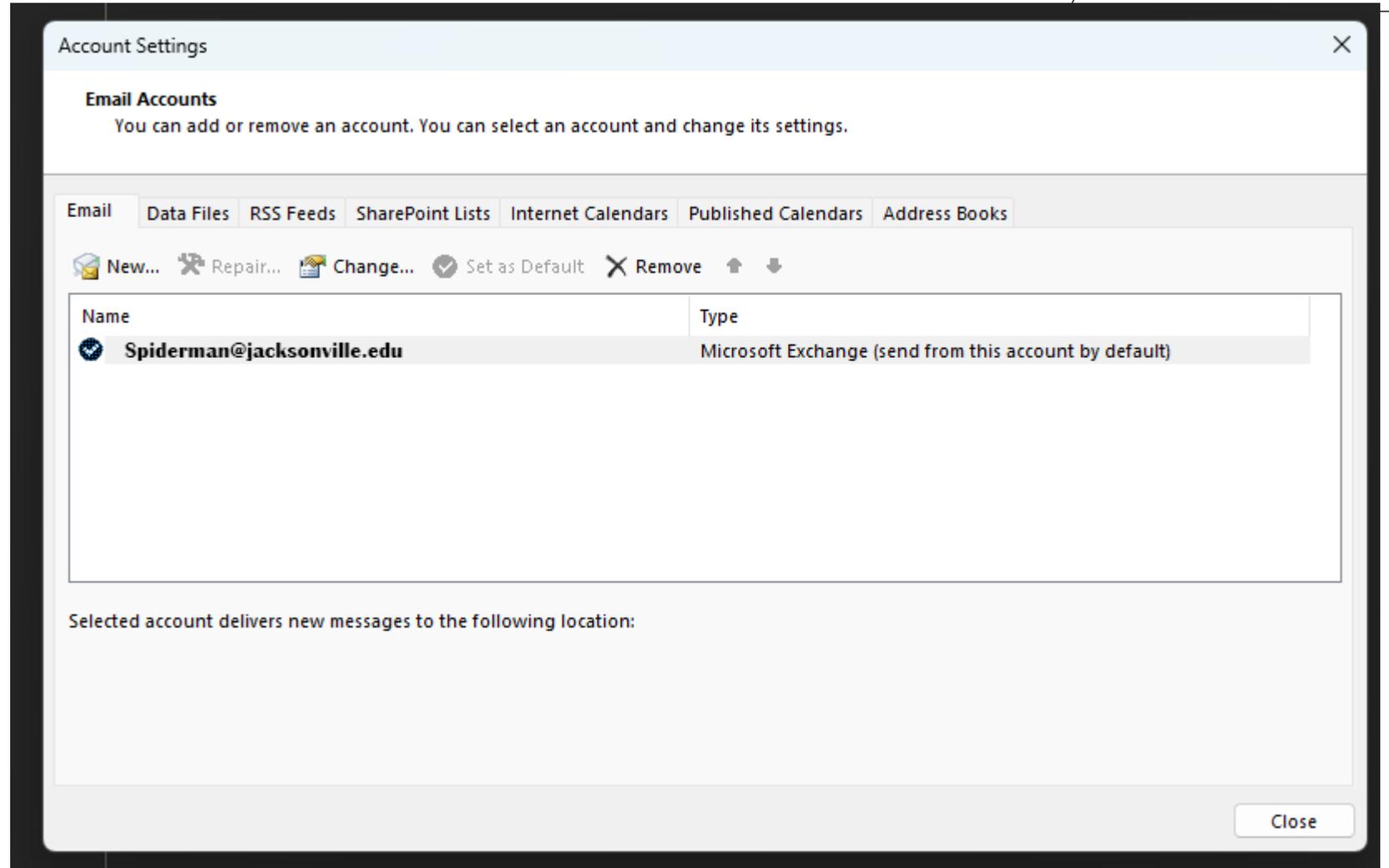1. Open the "Outlook" application and click on FILE at the top of the Outlook 2013 window:

2.Click on Account Settings:

3.This will drop down a menu, click on Account Settings on this menu:
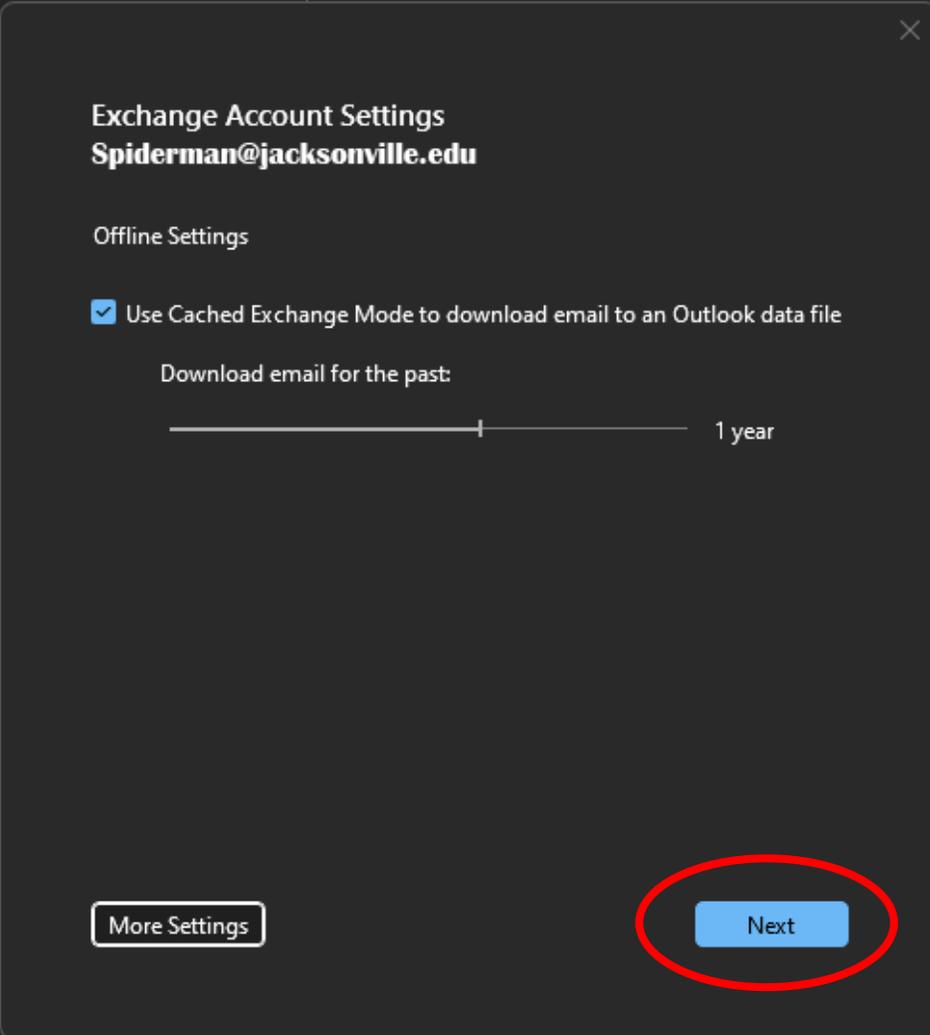
This will display a new window:

On this window, DOUBLE CLICK your email address...

Account Settings ✕

Email Accounts
You can add or remove an account. You can select an account and change its settings.

| Email | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books |

🕬 New...   ✖ Repair...   📧 Change...   ⊘ Set as Default   ✖ Remove   ⬆ ⬇

Name	Type
✔ **Spiderman@jacksonville.edu**	Microsoft Exchange (send from this account by default)

Selected account delivers new messages to the following location:

Close

...and the following window will appear:

On this window, Click MORE SETTINGS:

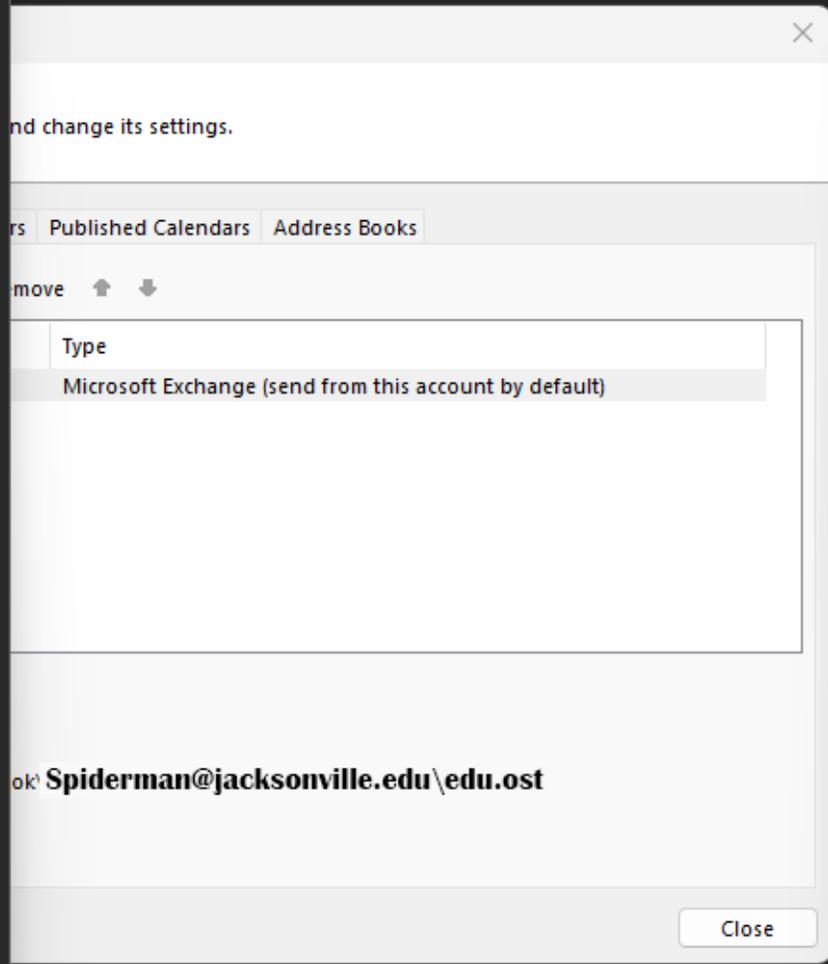When More Settings is clicked, you will see the following window:
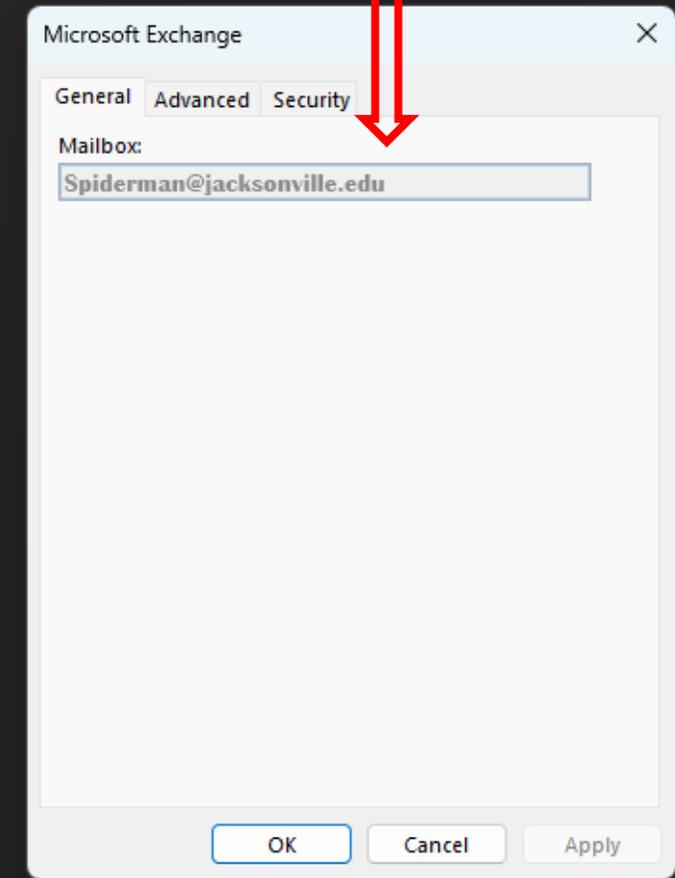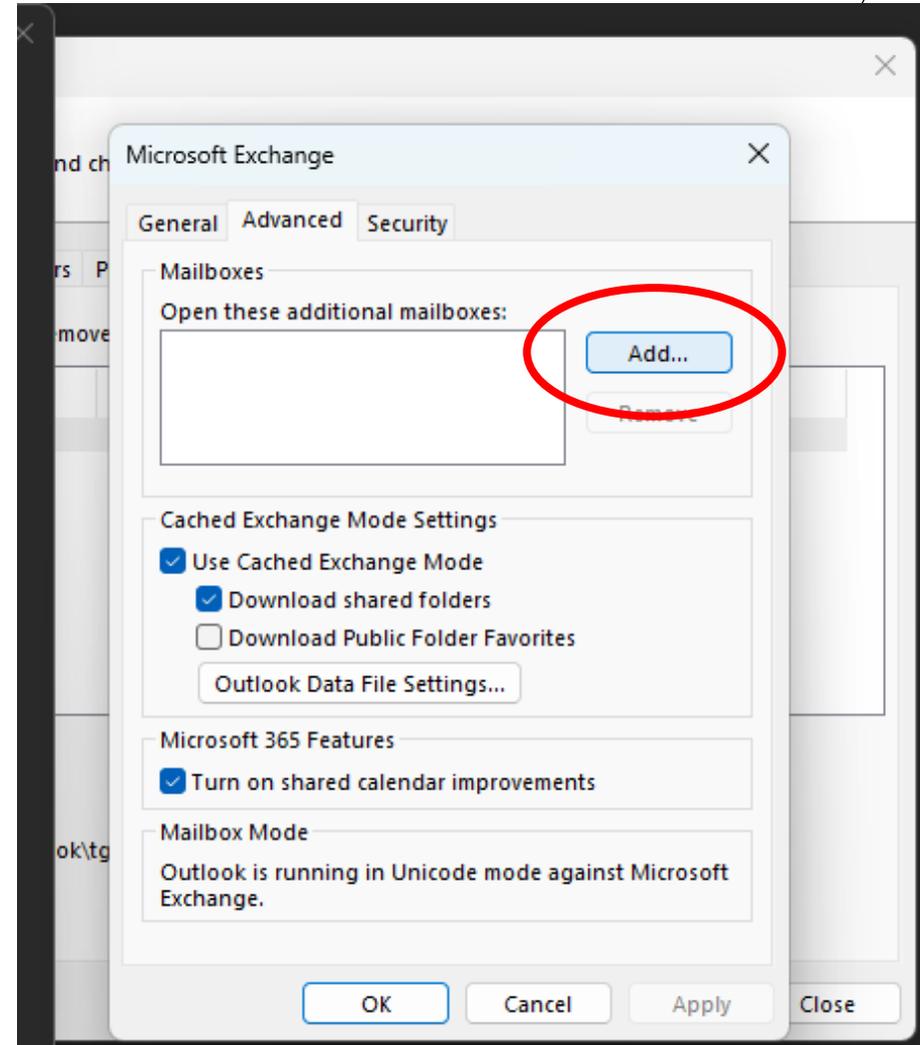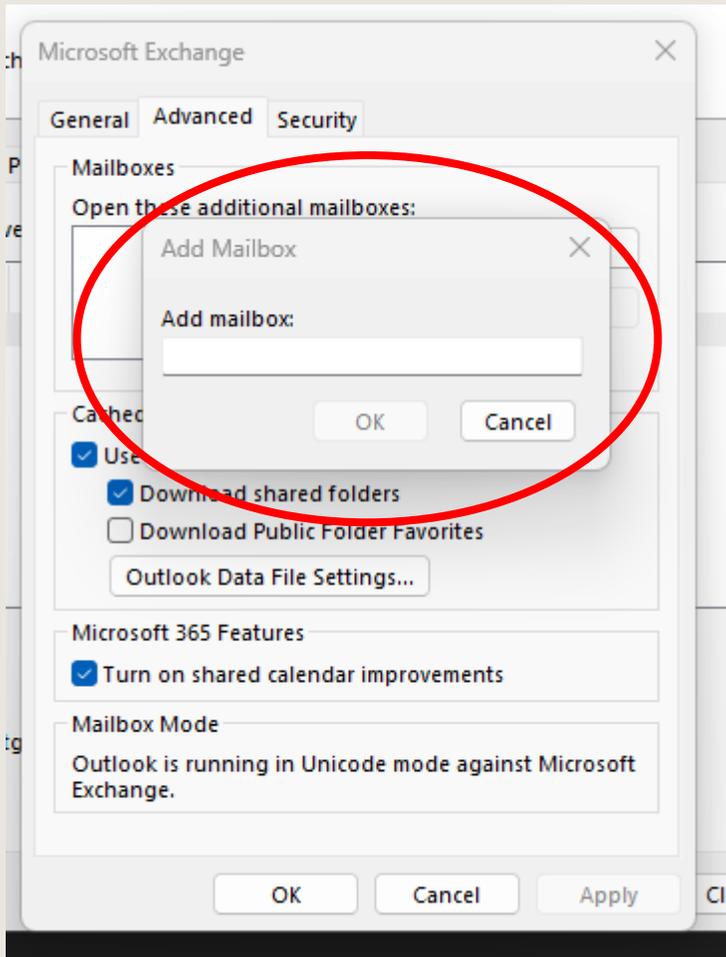
On this window, click on Advanced:
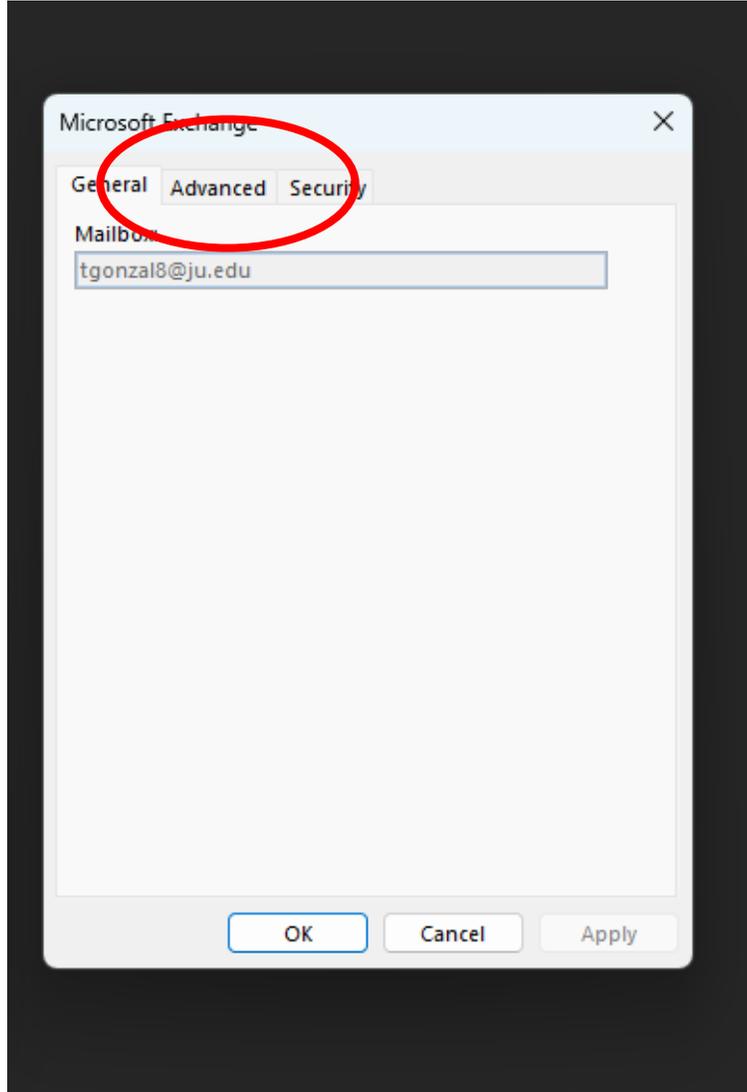
The window will display the following:
On this window, click on ADD to add the mailbox:

You will see the following window:

Type in the FULL email address of the mailbox you wish to access OR the name of the mailbox.

For example, if the mailbox is named JU Dolphins. You would enter in JU Dolphins. Or, if the email address is judolphins@ju.edu, you would enter in judolphins@ju.edu. The server will search the mailboxes and enter in the correct name OR give you a list of the ones that come close.

Once you have the name entered, just click OK/APPLY/NEXT on all of your windows to confirm the changes. Then close the remaining windows that are open until you are back to Outlook. The added mailbox should appear in the left hand pane of Outlook along with your mailbox. (You might have to scroll down to the bottom of the list)

Please Note: If you get an error stating the folder cannot be expanded when trying to access the added mailbox, please contact the IT Helpdesk at 7200. We can verify you do have the appropriate access to this mailbox.