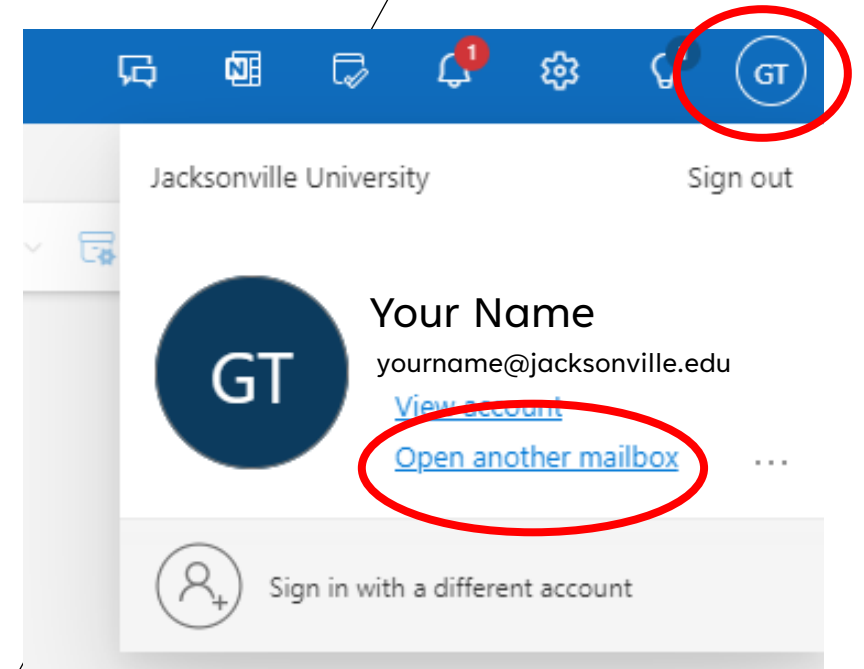
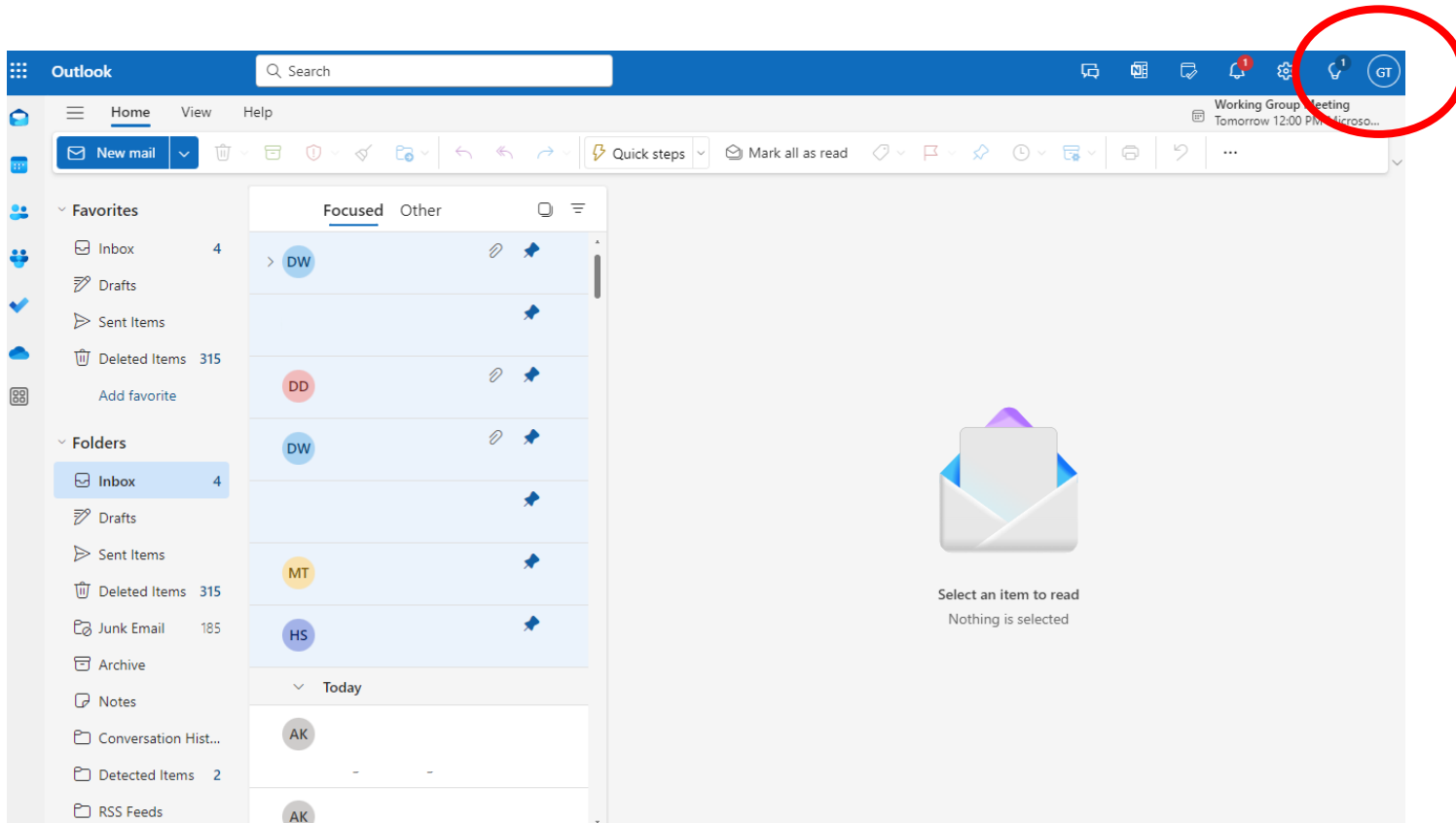
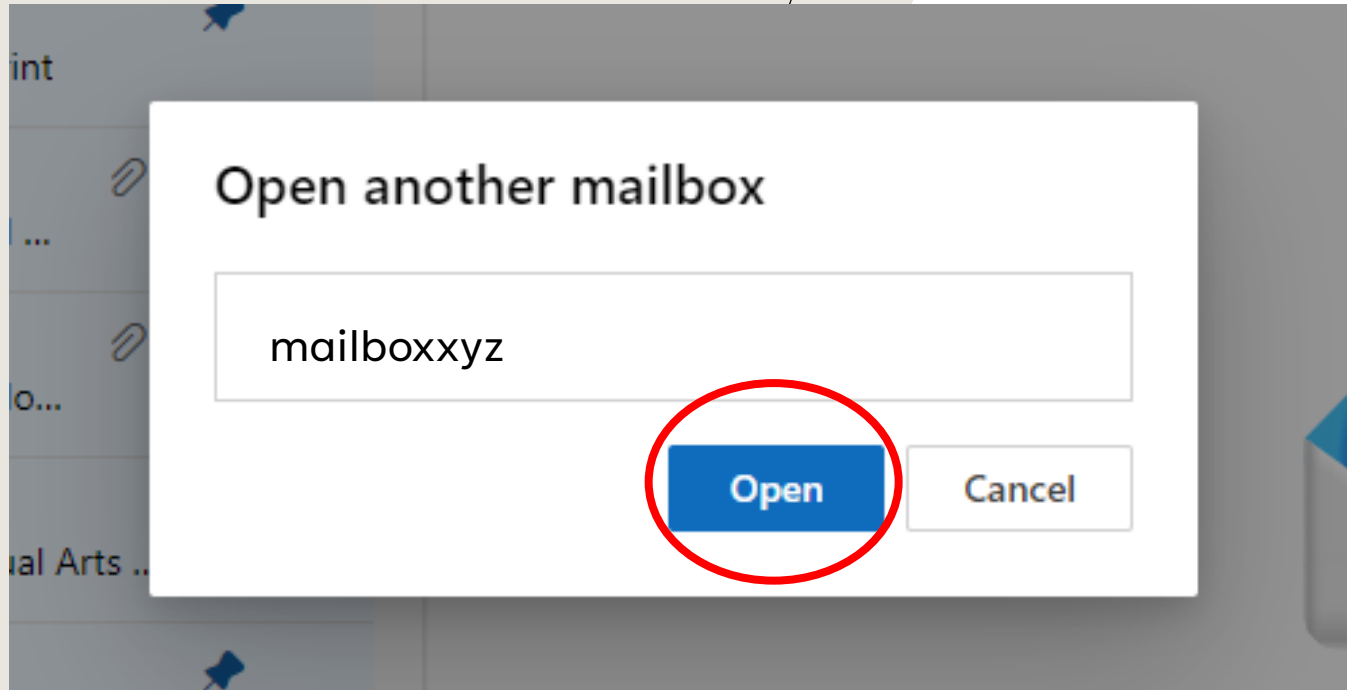


# HOW TO:

ADD ADDITIONAL MAILBOX TO OUTLOOK  
WEB VERSION

1. Log onto your Outlook web version through browser of choice.
2. From the main screen, go to the top right-hand corner to your initials and click on the icon. A drop down box will appear.
3. Select 'open another mailbox'.





4. A box will appear where you will proceed to enter the name of the mailbox you are trying to add.

5. Once typed, press 'open', a new window should appear with a view of the mailbox entered.