



HOW TO ADD ANOTHER MAILBOX TO OUTLOOK

INTRODUCTION: This guide will show you how to add another mailbox to your Outlook so you can manage two (or more) mailboxes.

SYSTEM REQUIREMENTS: Outlook 2010 or newer.

WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

- You will need the mailbox password.

STEP ONE

Click on "File" at the top left of Outlook.



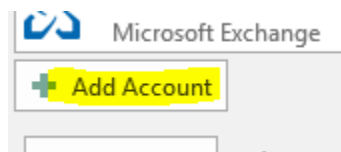
STEP TWO

Make sure you're on the "Info" tab



STEP THREE

Click on the "Add Account" button:



STEP FOUR

From here, fill in the details as appropriate and click "OK".

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.