

How-To Add an Additional Mailbox in your Outlook Client

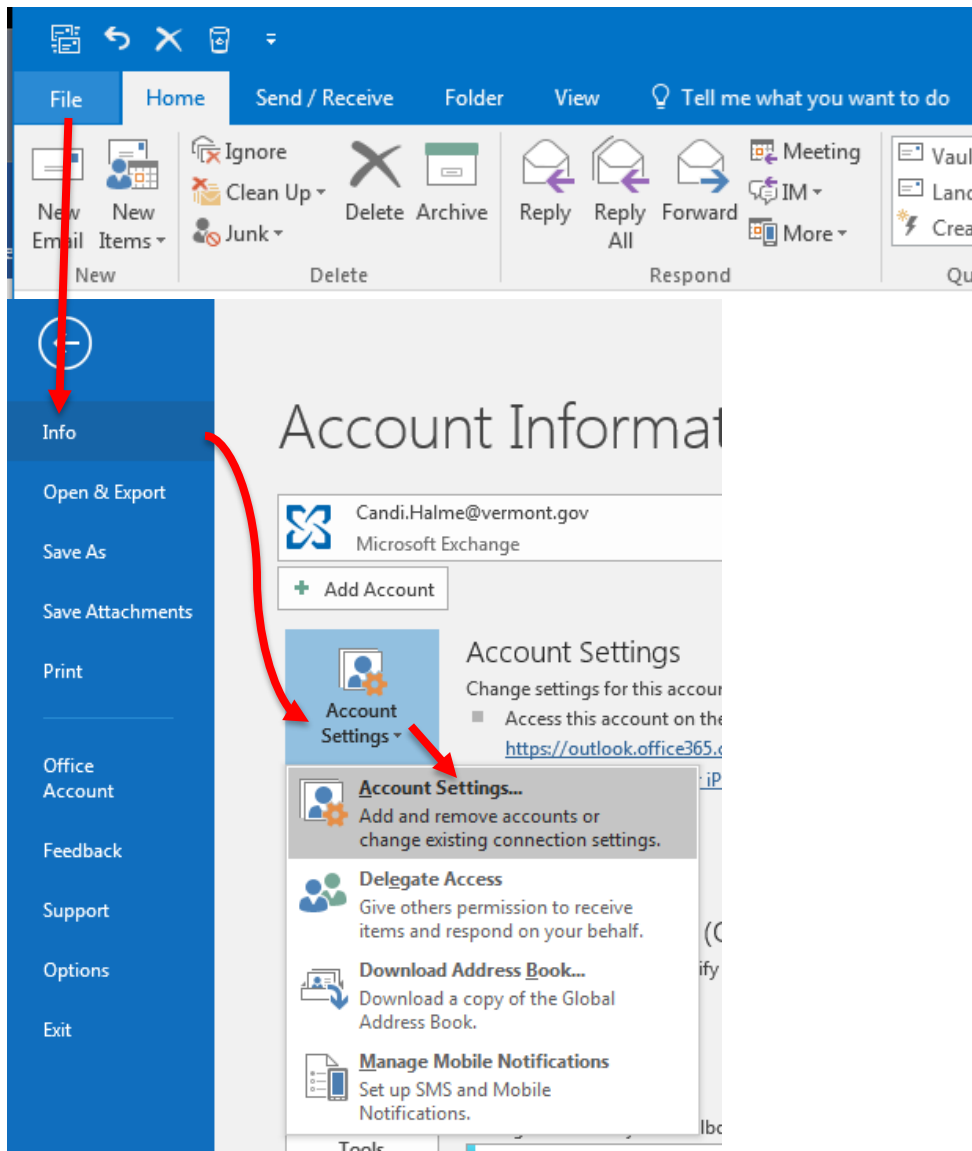
By **Steve Krause** on May 17, 2010 in **Microsoft**



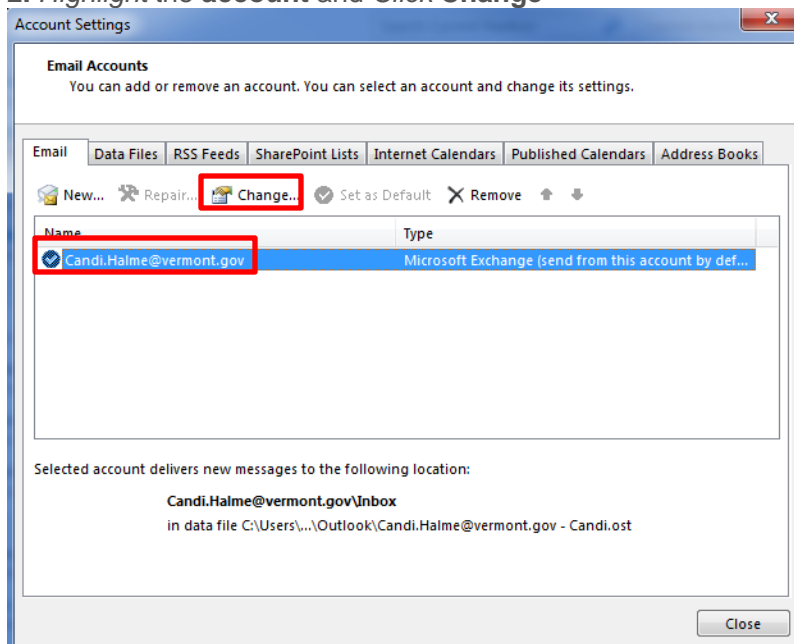
Adding an **additional mailbox** to your **Outlook Client** profile is very simple if you know where to look.

How-To Add a Mailbox to Outlook Client

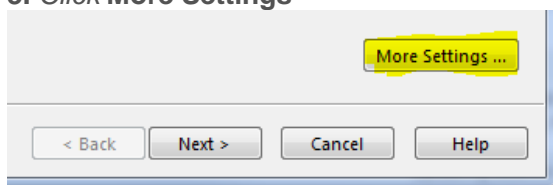
1. *Open Outlook Application and Click File, Info, Account Settings*



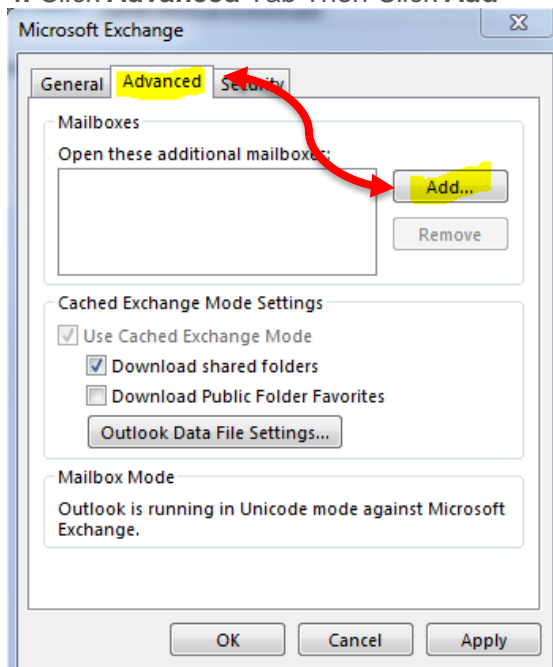
2. Highlight the account and Click Change



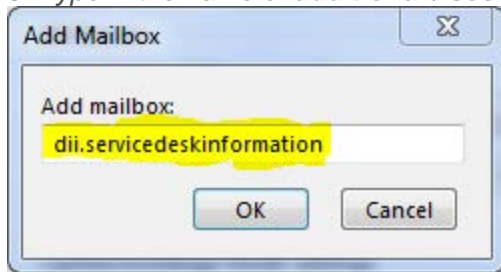
3. Click More Settings



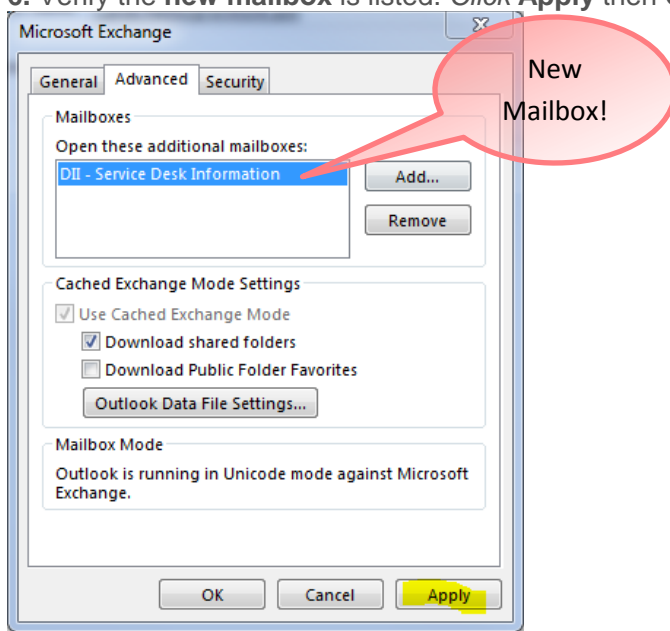
4. Click Advanced Tab Then Click Add



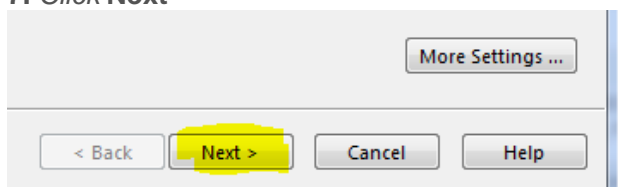
5. Type in the name of **additional / secondary** mailbox and *Click OK*



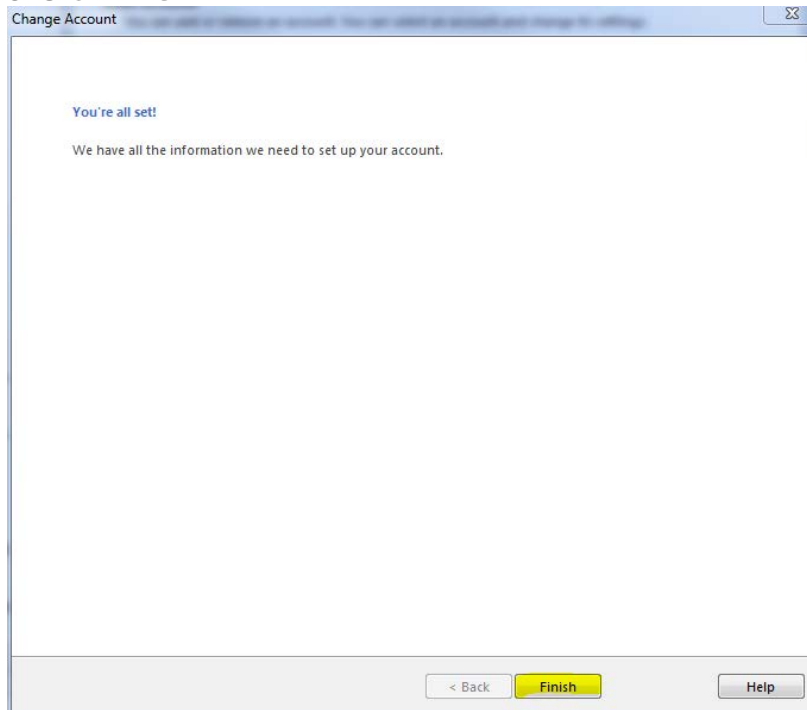
6. Verify the **new mailbox** is listed. *Click Apply* then **OK** to save



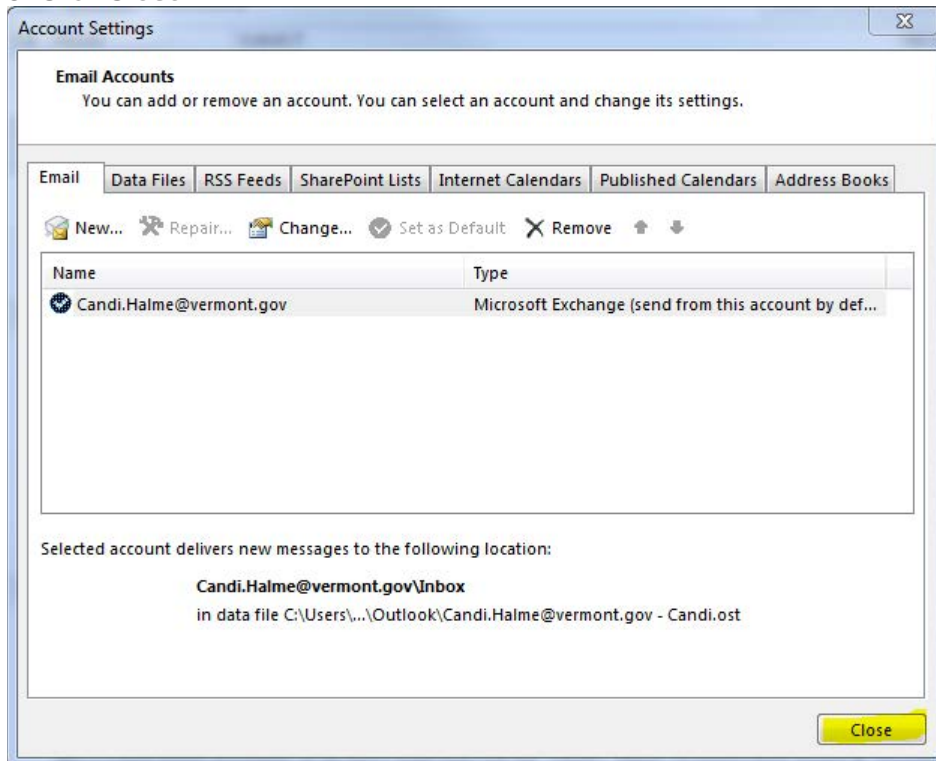
7. *Click Next*



8. Click Finish



9. Click Close



Done! Your new Mailbox should now be listed below your primary account

