

Adding a Secondary Email Mailbox to Outlook Client

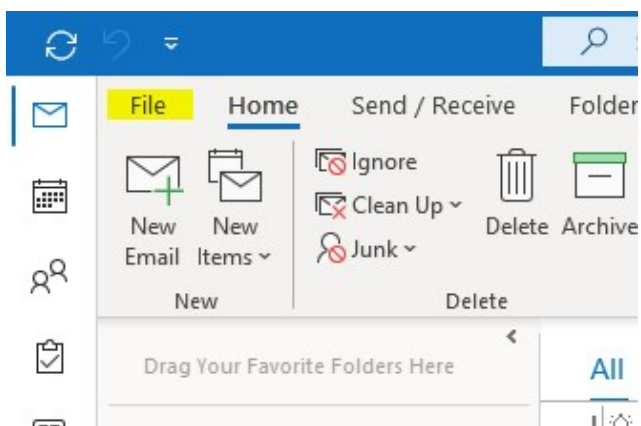
November 30, 2022



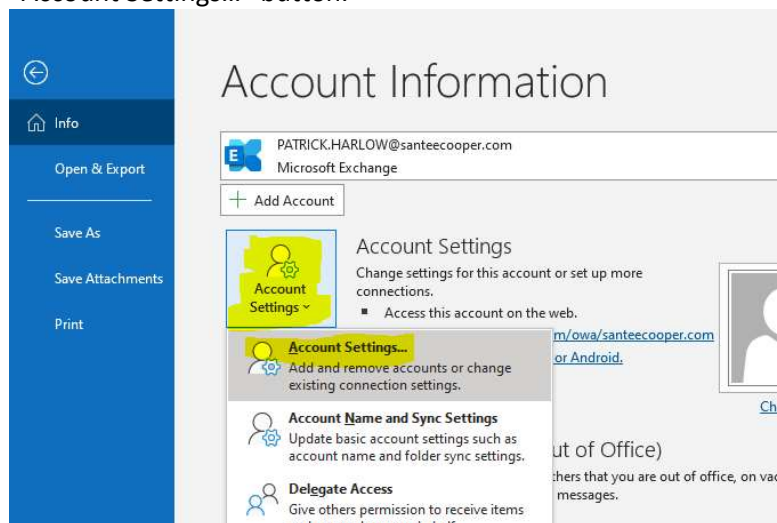
To add a secondary email mailbox for a platinum account to your outlook client. The secondary email could be a shared account or an account that you manage for another employee.

Before you begin you should know if you have a Platinum or Silver account. The Service Desk can tell you what type of account it is.

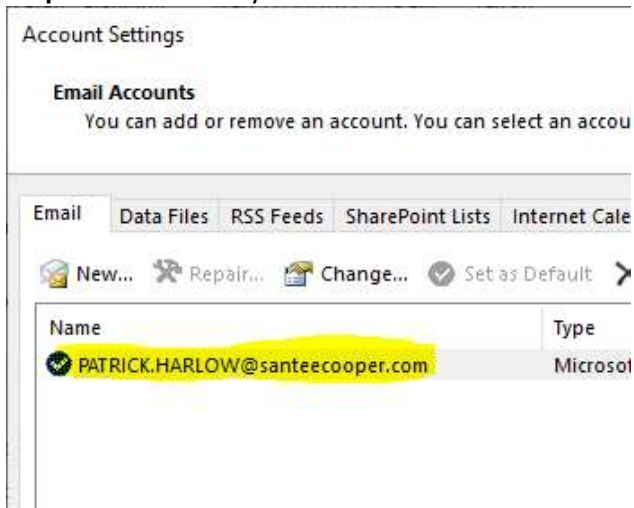
Step 1: Launch Outlook and click “File”



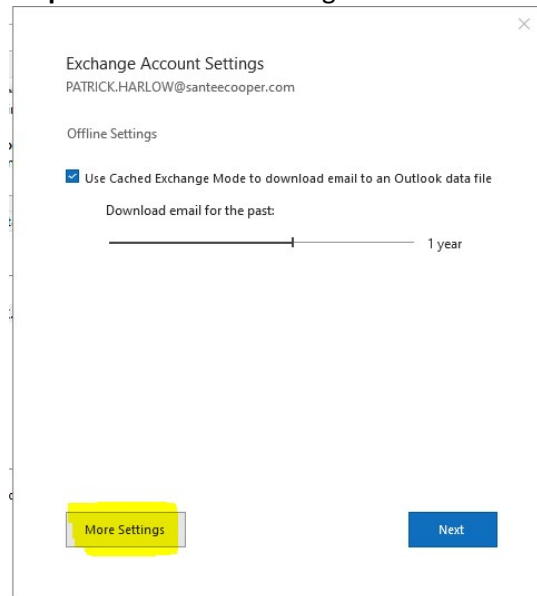
Step 2: Click the “Account Settings” dropdown followed by the “Account Settings...” button.



Step 3: Double-click your name in the new window



Step 4: Click “More Settings”



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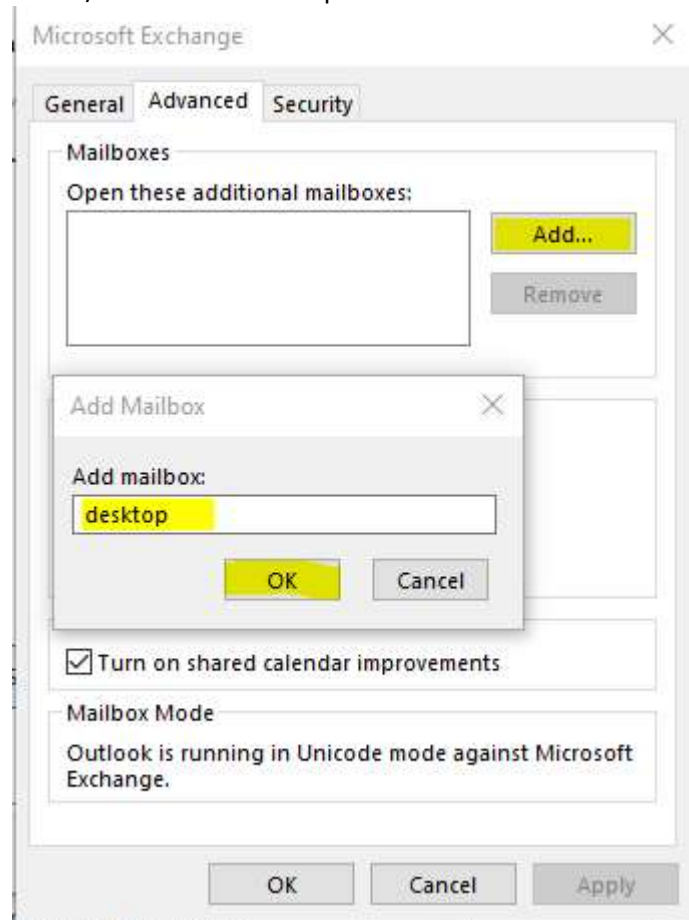
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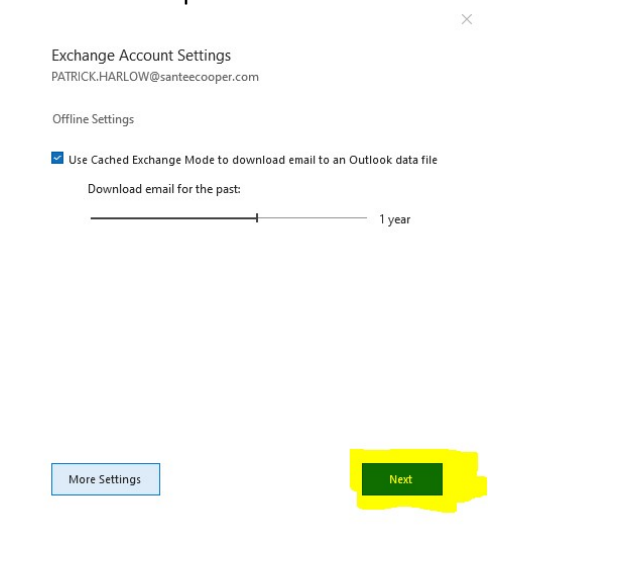
Step 5: Click the “Advanced” tab



Step 6: Click the “Add” button. Then type the account userid/mailbox name and press “OK”



Step 7: Now you can Click “Apply”, then the “Next” button on the previous window



Step 8: Finally click “Done”, the mailbox should now appear in the Folder Pane on the left side of Outlook