HOW TO ADD AN ADDITIONAL MAILBOX

Click on ‘TOOLS’, then click on ‘Email Accounts’.

Be sure that ‘View or change existing e-mail accounts’ radio button is selected, then click on ‘Next’.
Click on ‘Change’.

Click on ‘More Settings’.
Click on the ‘Advanced’ tab.

Click on the ‘Add’ button.
In the ‘Add Mailbox’ window, type in the username of the mailbox you wish to add, then click ‘OK’.

Verify that the correct mailbox has been added, then click ‘OK’.
Click on ‘Next’.

Click on ‘Finish’.
The added mailbox is listed in alphabetical order in your Folder List. Be sure to click on the (+) to expand the mailbox tree.

If it is not already visible, click on the ‘Folder List’ button in the Navigation Pane (or click on ‘Go’ and select ‘Folder List’ from the Menu Bar).