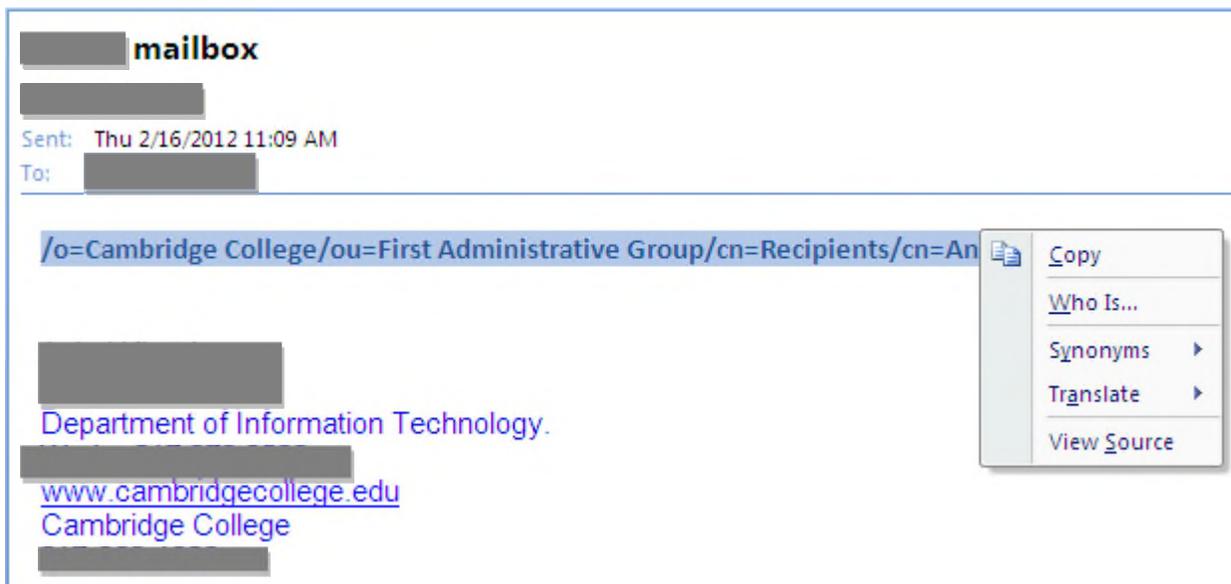


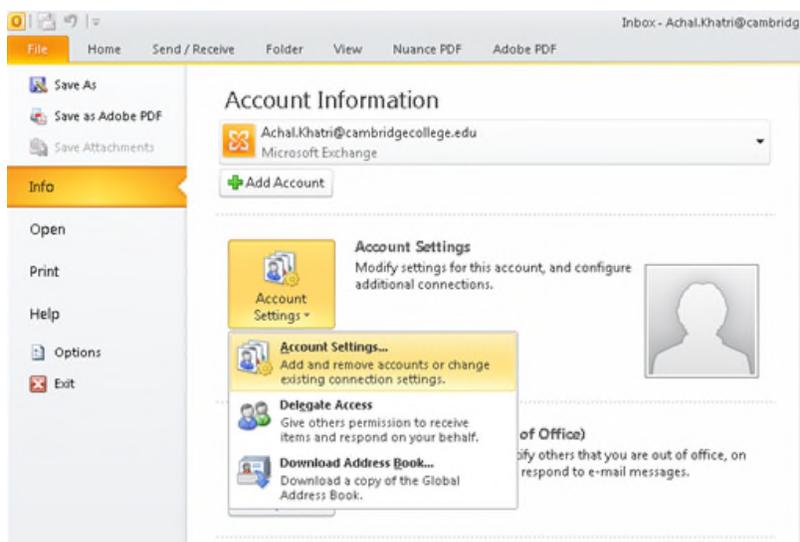
Adding a Disabled Mailbox in Outlook 2010

The following are instructions on how to add a mailbox to your account so that you may see messages, past and incoming, associated with that e-mail address.

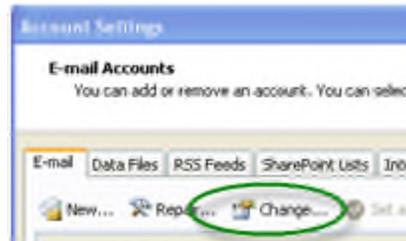
Copy the path that was provided to you for the mailbox you will be adding. The path was mostly likely provided by e-mail.



In Outlook, go to the File> Info> Account Settings and select Account Settings



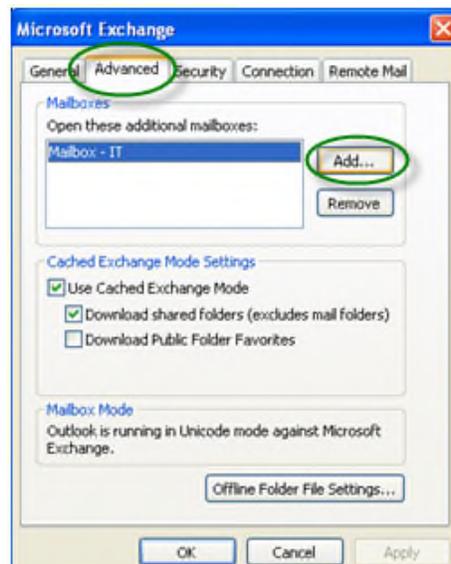
The Account Settings window will appear. The E-mail tab should be the active tab by default. If it is not, select it. Click “Change” in the tab to make changes to your account.



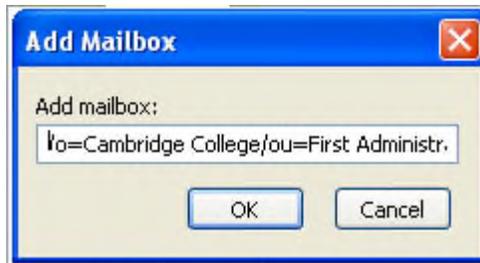
The Change E-mail account window will now appear. It will list the Microsoft Exchange server and your username. In the bottom right hand corner of this window, click the “More Settings” button.



The Microsoft Exchange window will now open. Click on the “Advanced” tab, as it will not be the active tab by default. Click on the “Add” button to add your mailbox.



In the Add Mailbox window, paste the path that was provided to you in the Add mailbox field. Click Ok.



You're all set! Any questions can be answered by our technicians at the IT HelpDesk by going to <http://helpdesk.cambridgecollege.edu> or by calling 617.873.0159.