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.

E-mi	ail Account	5		
Ŷ	ou can add i	a temove an	account. You can	Sejec

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.

More Settings	
< Back Next > Cancel	

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.

rosof	Exchange	÷		
neral	Advanced	Security	Connection	Remote Mail
Mailbo	185	-		
Open	hese addition	nal mailbo	xes:	
maile	x = 1)			Add
				Remove
Cache	d Exchange M	tode Sett	ings	
₩ Us	Cached Excl	hange Mc	de	
V	Download sha	red folde	rs (excludes i	mail folders)
	Jownload Put	alc Folder	Favorites	
Mailbo	x Mode			
Outlo	k is running ir nge.	1 Unicode	mode agains	t Microsoft
		08	Rine Eolder Ei	a Sattings
		Con	inter older m	e severyprin
-	_		1	_
		OK	Cancel	Apph

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 answers by our technicians at the IT HelpDesk by going to <u>http://helpdesk.cambridgecollege.edu</u> or by calling 617.873.0159.