How do I add a mailbox? (Faculty / Staff)

Once you have emailed tech support and have been given permissions to access an existing mailbox, or submitted a request to have a new one made. You can add it to Outlook.

NOTE: If you are using Outlook 2007 skip this first step and instead click "Tools" at the top of Outlook and select "Account Settings".

If you click on File> Account Settings and Choose "Account Settings" from the dropdown menu.

Then highlight your exchange account by clicking on and click Change.
Email

A box will appear in and the bottom right there is a button that says “More Settings” click that, the choose the Advanced Tab, Add and type the name of the mailbox and it will search.

Then click ok and next, then finish. Click on the home button and your mailbox should be underneath your main mailbox, you may have to click on the little black arrow to drop down the mailbox and view the Inbox and other folders.

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Author: Jenna Price
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