ADDING RESOURCE ACCOUNT MAILBOXES TO OUTLOOK 2019

These instructions will allow you to add extra mailboxes to Outlook 2019.

1. In Outlook, click on the "File" button in the upper left corner.



2. In the center column, click the "Account Settings" button.

E	Inbox - hitze@purdue.edu - Outlook
Info	Account Information
Open & Export	Milli@purdue.edu
Save As	Microsoft Exchange
Save Attachments Print	Account Account and Social Network Settings Account Settings + Account Change settings for this account or set up more connections. Account Settings + Account Acc
Office Account	
Options	
Exit	Automatic Replies (Out of Office)

3. In the dropdown menu, click "Account Settings..."



4. In the list of accounts, <u>double-click</u> on the "Exchange" account.



5. In the bottom right corner, click the **"More Settings..."** button.

Yo	ou can add or remove an account.	You can select an	account and change	its settings.		VED *
mail	Data Files SharePoint Lists In	nternet Calendars	Published Calendar	Address Book	G	/20/2014 4:12
Ch	ange Account					
	Server Settings Enter the Microsoft Exchange	Server settings for	your account.			×
	Server Settings					
	Serve	er: clientarray.pu	irdue.ld			
	User Nam	e: eitze@purdu	e.edu		Check Name	
	Offline Settings					
•	Use Cached Exchange Mod	e				
	Mail to keep offlin	ei 🗍			All	
					_	
						Nore Settings

6. Click the "Advanced" tab.



7. Click the "Add..." button.

General	Advanced	Security	Connection	
Mailbo	xes			
Opent	hese additio	onal mailb	oxes:	
			6	Add
			1.1	Remove

8. Type the name of the mailbox you wish to add.

Add Mailbox		×
Add mailbox:		
kcd		
	ОК	Cancel

• **Note:** This can be a full or partial name. Partial names will give you a list of close matches from which to choose.

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CC - Info Center - (Please use "kcchelp@purdue.ec CC ADMIN	du" - Propertie
CC Secretary	E
cd.	-
cc2	
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- 9. After adding the mailbox, click "Apply" then "OK"
- 10. Click "Next" then "Finish"

You've successfully added a resource account mailbox to Outlook 2019.