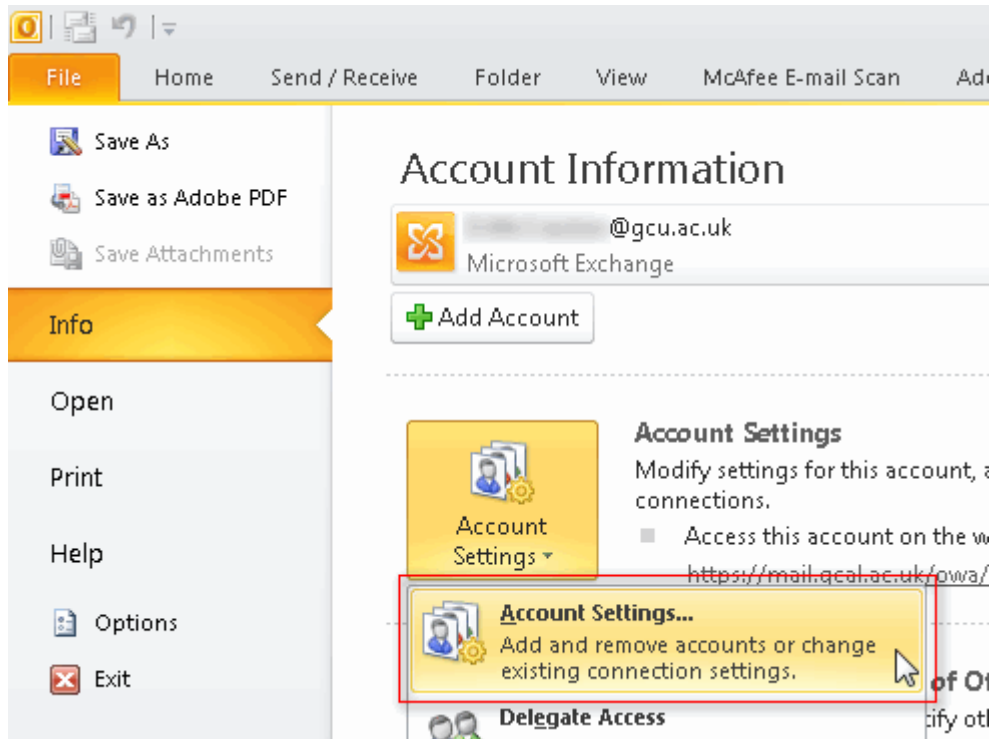
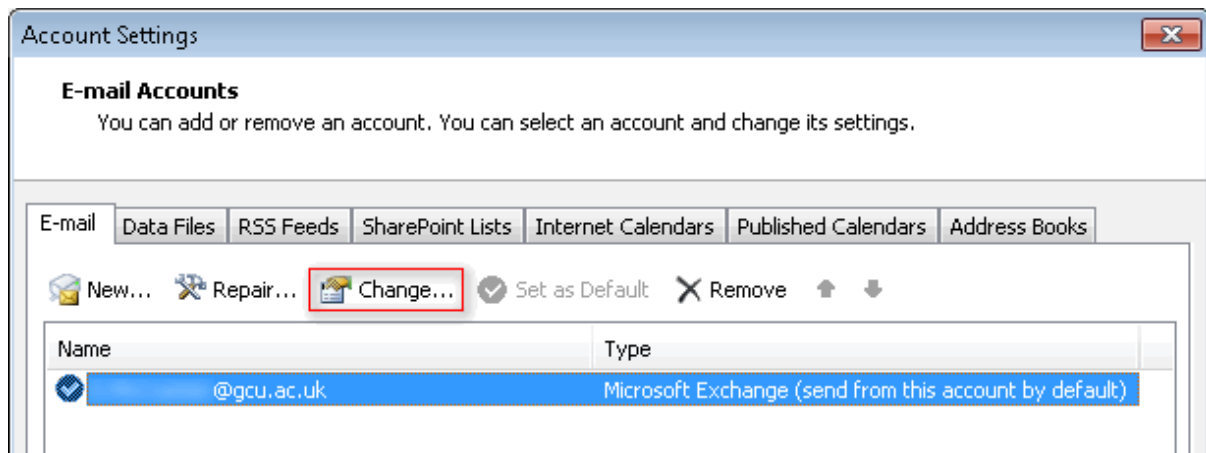


## Add Additional Mailbox - Outlook 2010

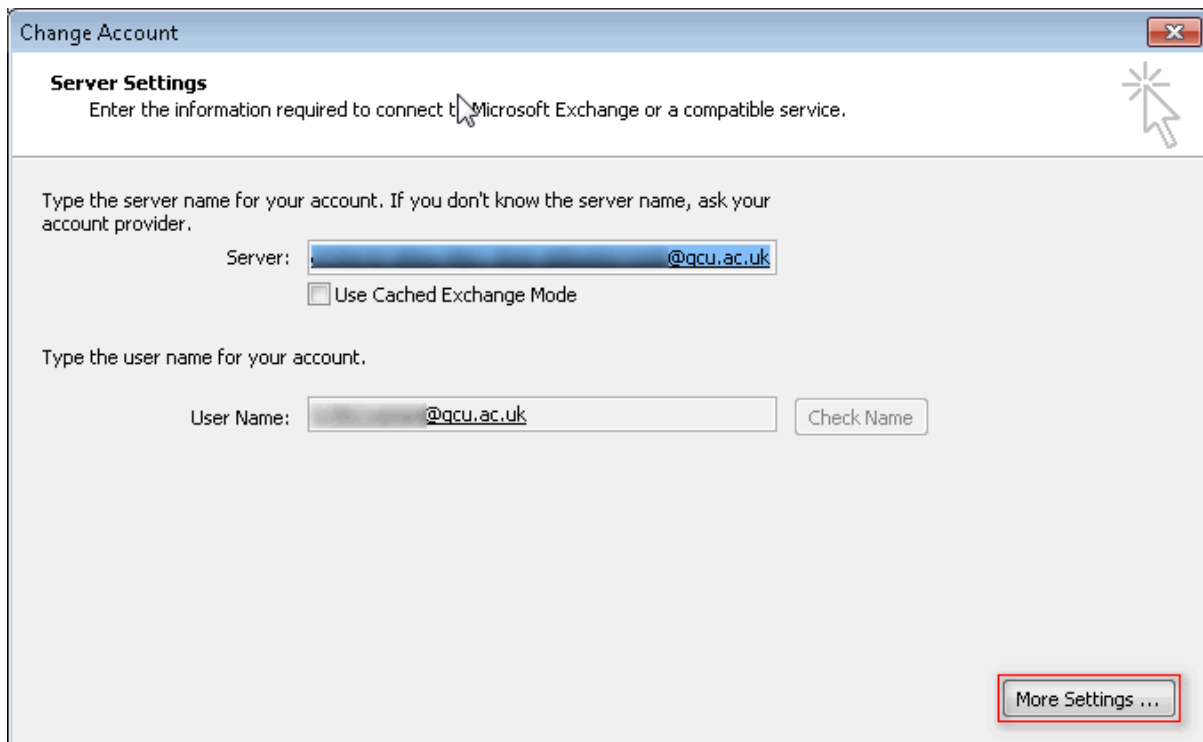
Step1 Click the File tab, click Account Settings and click Account Settings again



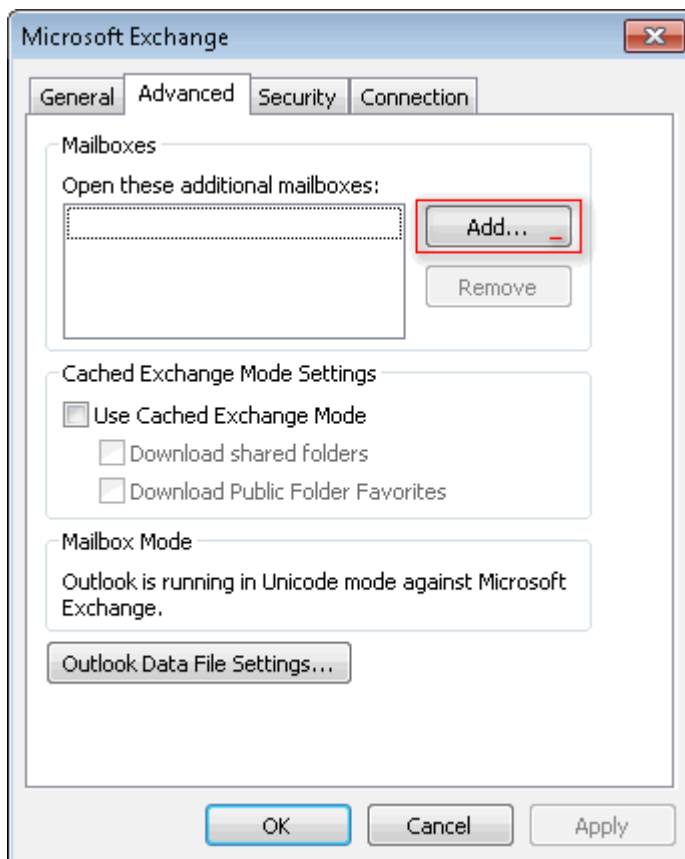
Step 2 Click once on your account to highlight it and click Change



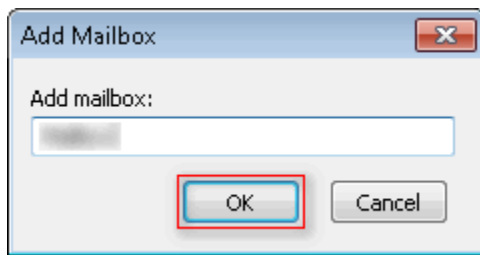
### Step 3 Click More Settings



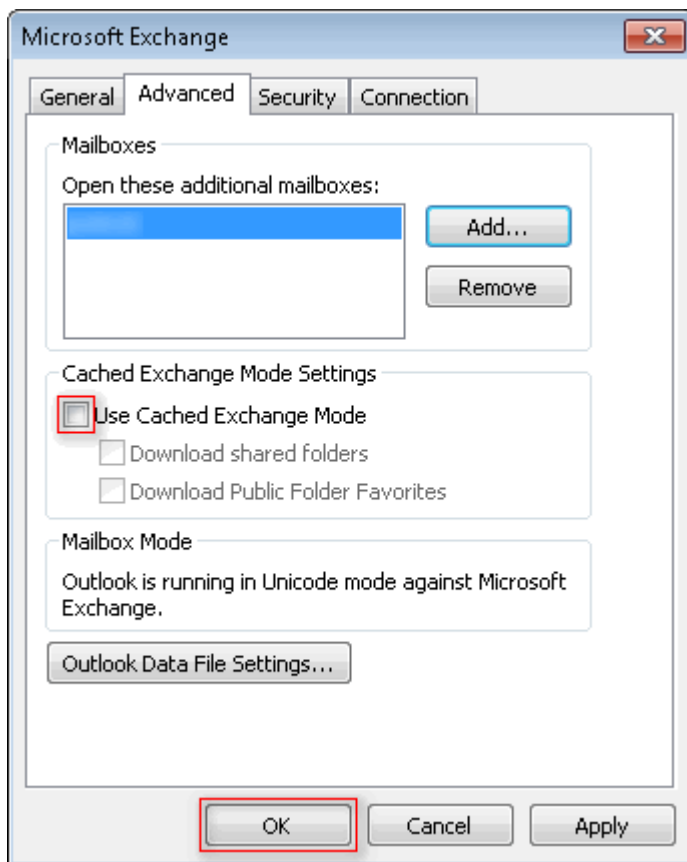
### Step 4 Select the Advanced tab and click Add



Step 5 Enter the name or email address of the mailbox you want to access and click OK.



Step 6 Uncheck Use Cached Exchange Mode and click OK.



Step 7 Click Next, Finish and Close to close the remaining windows.