Access Secondary Mailbox via Outlook

1. From within Outlook, click on **File** in the upper left corner.

 

1. Select the **Account Settings** button and then click on **Account Settings** from the menu that drops down.



1. In the Account Settings window, click on the **New…** button.



1. In the Add Account window, enter the email address of the secondary mailbox in **the E-mail Address field**. No other information needs to be entered.



1. If prompted for username and password, make sure to use YOUR email address as the username along with your password.
2. Click on **Next** and Outlook should configure access to the additional mailbox.



1. Check 🗹 Change account settings and click Next
2. Click **More Settings …** and then select the Advanced tab.****
3. Make sure only Use Cached Exchange Mode is checked and then click on **OK**.



1. Click on **Finish** to close out of the wizard.
2. Restart Outlook. The additional mailbox will be displayed on the left side of Outlook below your normal mailbox folders.