How to Add a Mailbox to Outlook (PC)

1. Go to File in the top right corner.



2. Click on Account Settings

Inbox - zray@huntingtor	nedu - Outlook
Ð	Account Information
① Info Open & Export	zray@huntington.edu Microsoft Exchange
Save As Save as Adobe PDF Save Attachments	Account Settings Account Settings for this account or set up more connections. Access this account on the web. Interest (Australia of Congregation (Australia of Congregation) Access this account on the web. Interest (Australia of Congregation) Access the access of Australia of Austra
Print	Add and remove accounts or change Account Name and Sync Settings. Account Name and Sync Settings Update basic accounts settings such as account name and folder sync settings. Change I Office) thers that you are out of office, on vacation, or I messages. I Office)
	Download Address Book Download a copy of the Global Address Book.
	Change Porfile Restart Microsoft Outlook and choose a different profile. Manage Porfiles Add and envoire profiles or change estima profile settings. Add and envoires profiles or change
	Slow and Disabled COM Add-ins Manage COM add-ins that are affecting your Outlook experience. Add-ins
	Manage Add-ins Manage Add-ins for Outlook.

3. In account Settings:



Exchange Account Settings	
zray@huntington.edu	
Offline Settings	
Use Cached Exchange Mode to download email to an Outlook data file	
Download email for the past:	
1 year	
.,	
More Settings 2 Next	

General Advanced Security Mailboxes		
Open these additional mailboxes:		
HU Esports Ac	dd 4 move	
Cached Evolution and Andre Sattings	Add Mailbox	×
Use Cached Exchange Mode Use Cached Exchange Mode Download shared folders Download Public Folder Favorites	Add mailbox:	_ 5
Outlook Data File Settings	ОК	Cancel
Microsoft 365 Features		
Turn on shared calendar improvements		
Mailbox Mode		
Outlook is running in Unicode mode against M Exchange.	licrosoft	