## **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.

¢	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 for this account or set up more connections.
Office Account	Access this account on the web. https://exchange.purdue.edu/owa/
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	ts settings.		VED *
mail	Data Files SharePoint Lists In	nternet Calendars	Published Calendars	Address Book	G	/20/2014 4:12
Ch	ange Account					
	Server Settings Enter the Microsoft Exchange	Server settings for	your account.			松
	Server Settings					
	Serv	er: clientarray.pu	irdue.ld			
	User Nam	e: Mitze@purdu	e.edu		Check Name	
	Offline Settings					
	Use Cached Exchange Mod	e				
	Mail to keep offlin	iei i			All	
					_	
						fore Settings

6. Click the "Advanced" tab.



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

Seneral	Advanced	Security	Connection	
Mailbo	ixes			
Opent	these additio	onal mailb	oxes:	
			(	Add
				-

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.

Ange to CC - Info Center - (Please use "kcchelp@purdue.edu" CC ADMIN CC Secretary cc1 cc2 ac2 ac2 ac2 ac2 ac2 ac2 ac2 ac2 ac2	ore than one potential match has been found for:	kcc	
CC - Into Center - Please use Kcchelp@purdue.edu  Properties  CC ADMIN CC Secretary cc1 cc2 cc2 cc2 cc2 cc2 cc2 cc2 cc2 cc2	Change to		(
CC Secretary	KCC - Info Center - (Please use - Kcchelp@purdue.eo KCC ADMIN		Properties
cd	KCC Secretary	E	
cc2	kcc1	100	
	kcc2		
(6)	kc3	-	

- 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.