



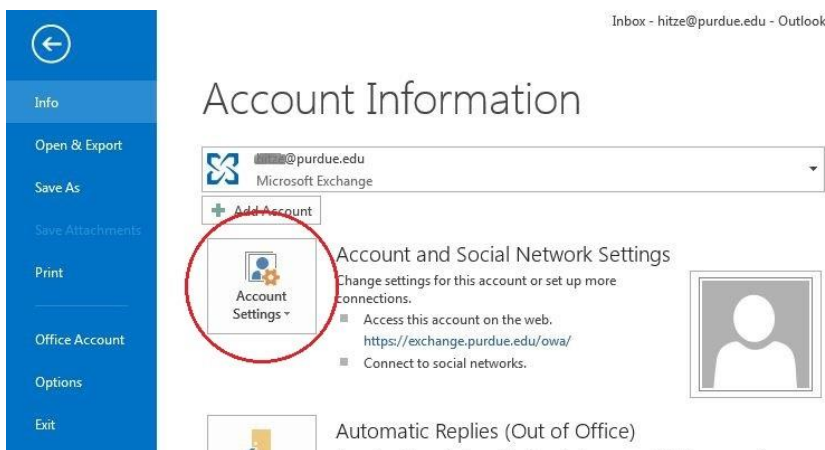
## ADDING RESOURCE ACCOUNT MAILBOXES TO OUTLOOK 2013

These instructions will allow you to add extra mailboxes to Outlook 2013.

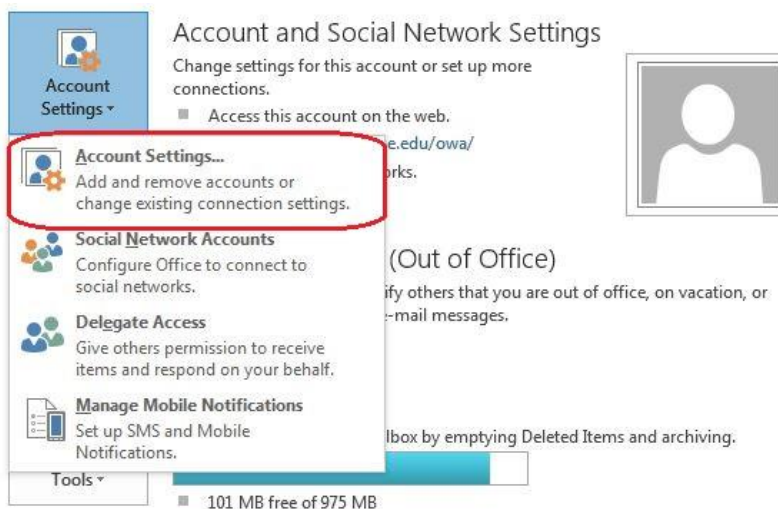
1. In Outlook, click on the **“File”** button in the upper left corner.



2. In the center column, click the **“Account Settings”** button.

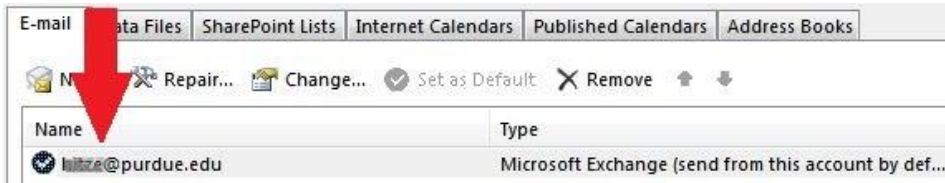


3. In the dropdown menu, click **“Account Settings...”**

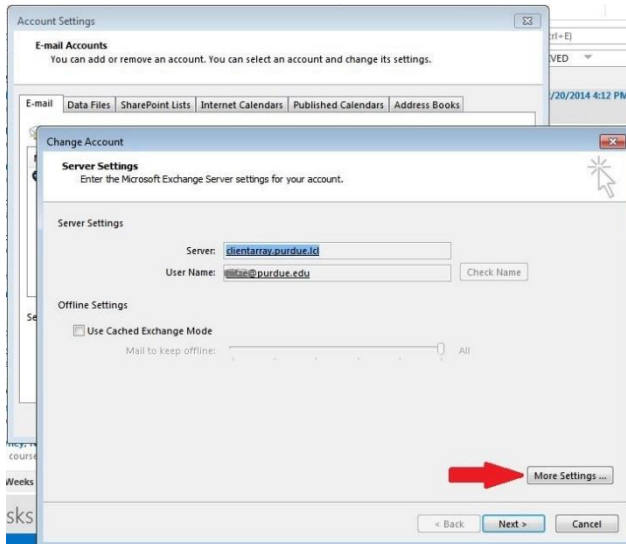




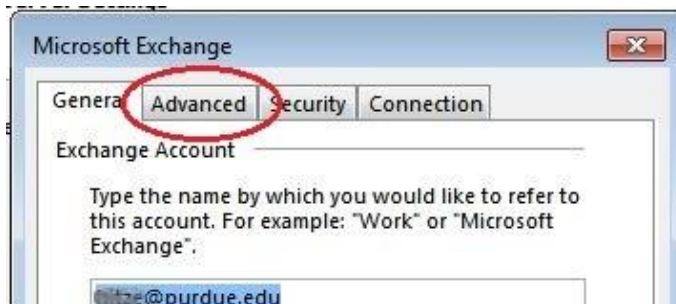
- In the list of accounts, double-click on the “Exchange” account.



- In the bottom right corner, click the “More Settings...” button.



- Click the “Advanced” tab.

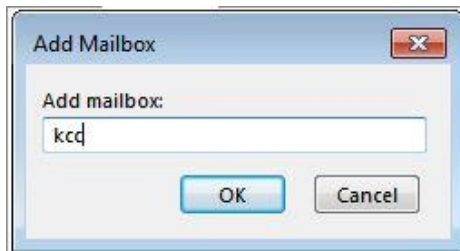


- Click the “Add...” button.

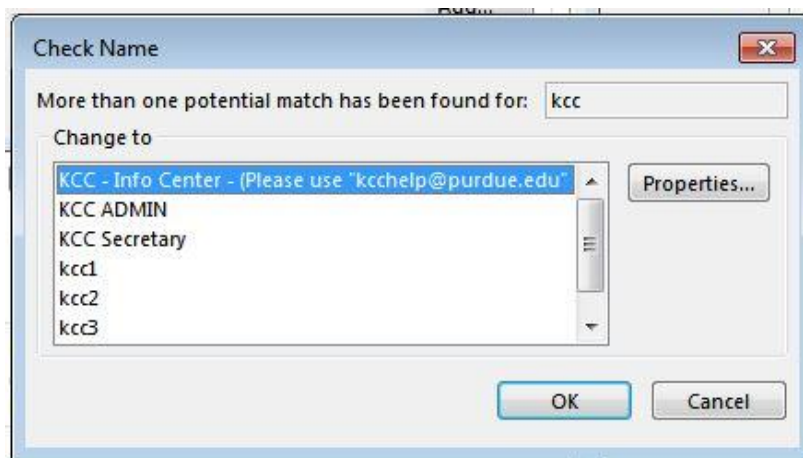




8. Type the name of the mailbox you wish to add.



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



9. After adding the mailbox, click **“Apply”** then **“OK”**
10. Click **“Next”** then **“Finish”**

You’ve successfully added a resource account mailbox to Outlook 2013.