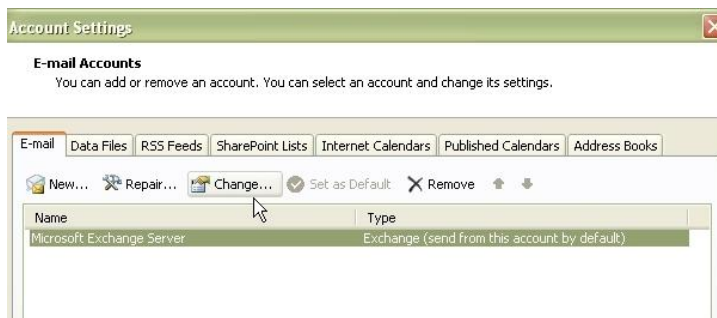


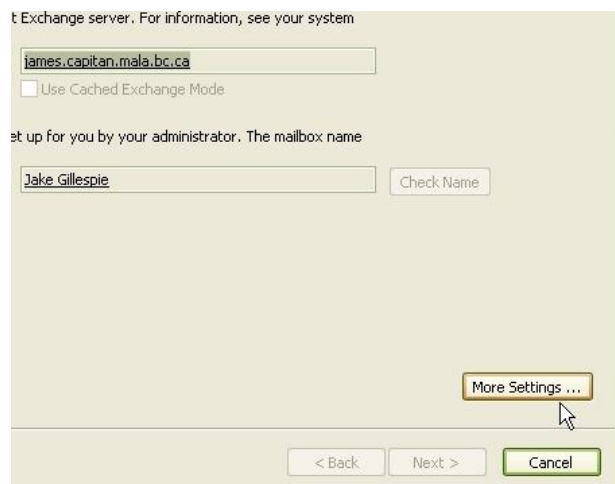


Add a Mailbox in Outlook 2007

In Outlook click on **Tools=> Account Settings**. In the account settings box click on the **Change...** button



In the Account Properties box click on the **More Settings...** button. Click on the **Advanced** Tab then click **Add...**



Type the name of the Mailbox and click **OK**. The additional mailbox appears, click **Apply** and **OK**.

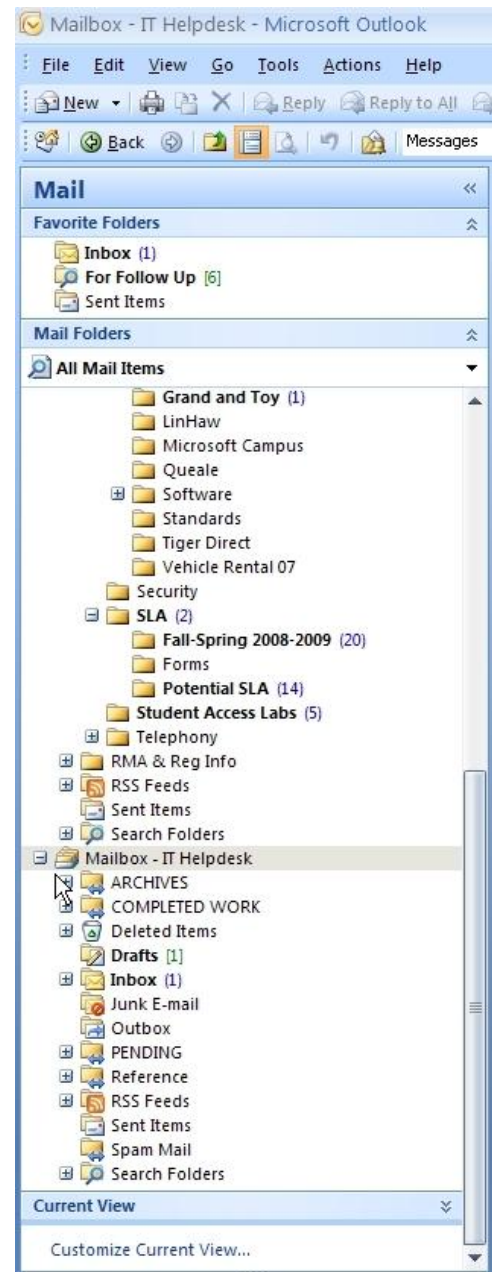
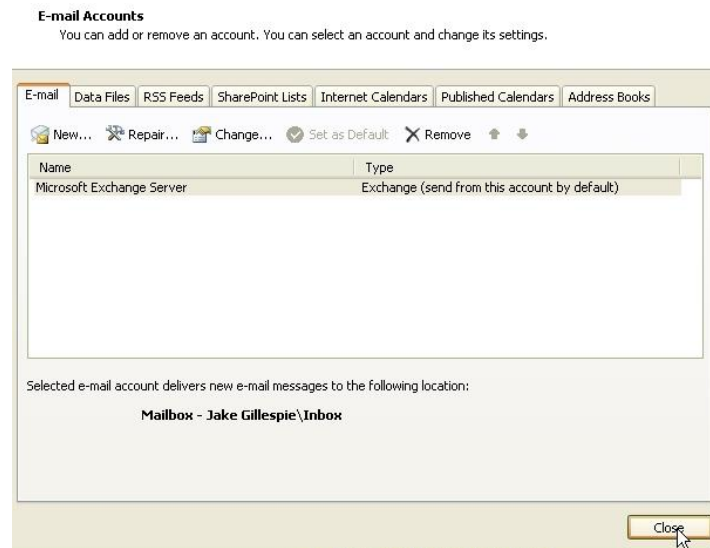


Click on **Next >** button, and then the **Finish** button





To finish, click on **Close**.



In the folder List click on the ⊕ sign next to the additional mailbox to expand it.