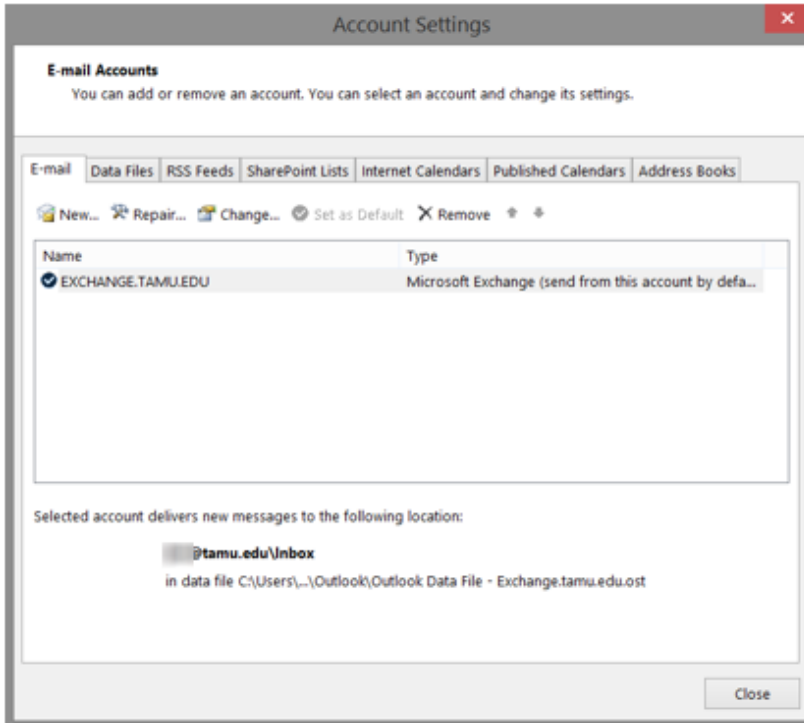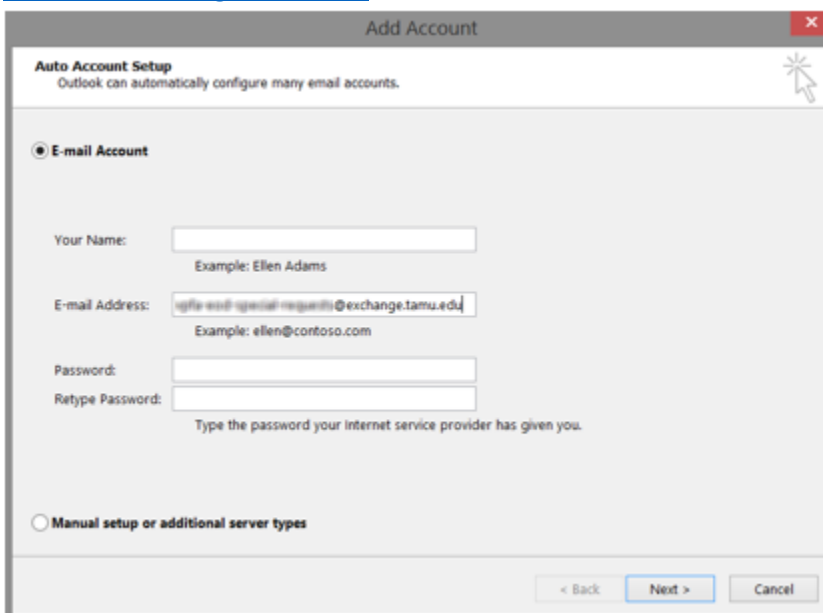ADD MAILBOX IN OUTLOOK 2013.

1. Click File > Account Settings > Account Settings
2. In the Account Settings Window – Select the "New…" button

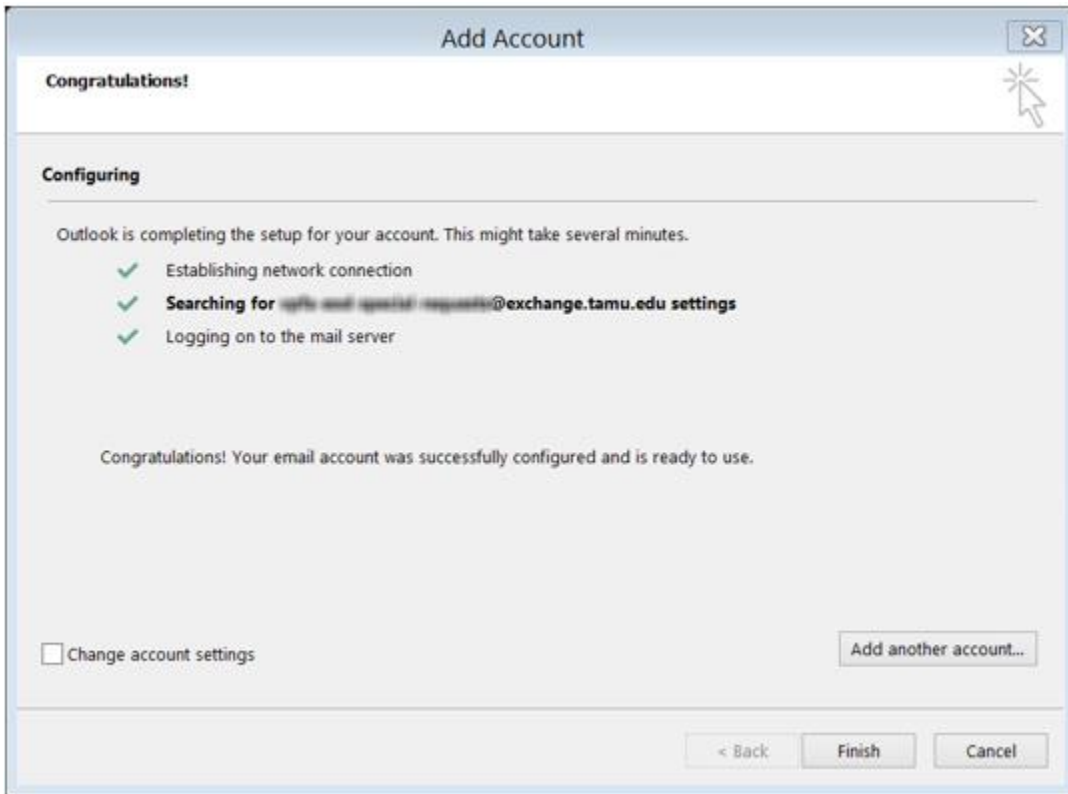

3. On the Add Account screen – just enter the mailbox email address then click Next
   **mailbox@exchange.tamu.edu**

**You will be prompted to login. Enter your NetID@tamu.edu and NetID password.**

4. Click Finish on the next Add Account Screen

5. Click OK on the next screen. You will then need to close and reopen Outlook.
6. After restarting Outlook, you will be prompted to login for the new mailbox.
   - Enter your NETID@tamu.edu and NETID password.
   - Select the box to Remember my credentials.
   - Click on OK
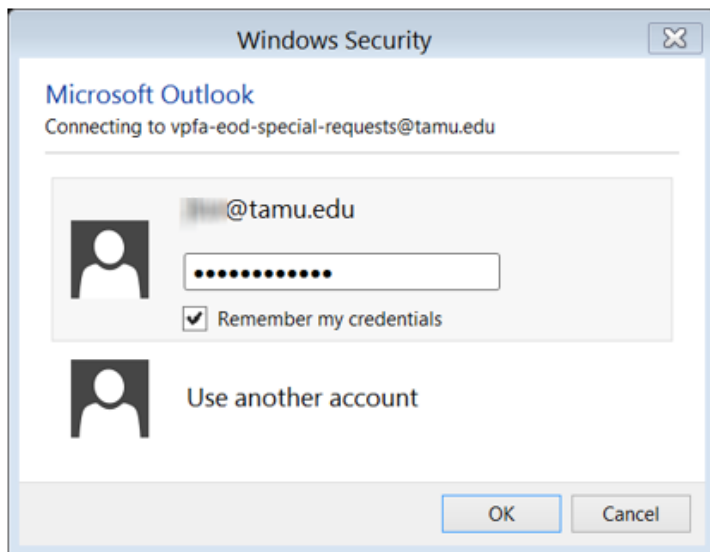
7. You may see this Message – Click on OK
   - Once Outlook loads up, just close and reopen it.
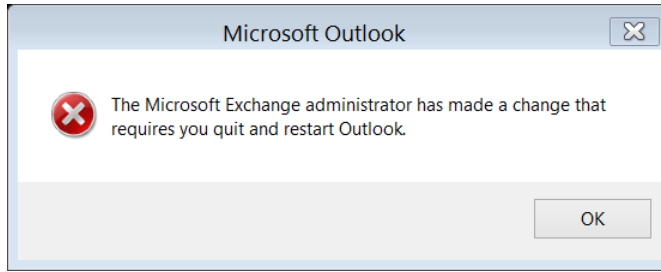
8. The new mailbox will show up at the bottom of the folder list.
   - Make sure you are in "folder" view.
   - Select the Mailbox to open it.