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

• E-mail Account				
Your Name:				
	Example: Ellen Adams			
E-mail Address:	gifa eo di speciali requesto Qexchang	ge.tamu.edu		
	Example: ellen@contoso.com			
Password:				
Retype Password:				
	Type the password your internet	service provider has g	given you.	

You will be prompted to login. Enter your <u>NetID@tamu.edu</u> and NetID password.

4. Click Finish on the next Add Account Screen

	Add Account	٤
Congratulal	ons!	×
Configuring		
Outlook is a	ompleting the setup for your account. This might take several minutes.	
~	Establishing network connection	
~	Searching for the seal seal of the second perchange.tamu.edu settings	
~	Logging on to the mail server	
Congr	atulations! Your email account was successfully configured and is ready to use.	
Change ad	count settings	Add another account
Change ad	count settings	Add another account

- 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 <u>NETID@tamu.edu</u> and NETID password.
 - Select the box to Remember my credentials.
 - Click on OK

	Windows Security
Microsoft Connecting to	Outlook vpfa-eod-special-requests@tamu.edu
P	@tamu.edu ●●●●●●● ■ Remember my credentials
9	Use another account
	OK Cancel

- 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.

