Adding an additional Exchange Mailbox to Outlook
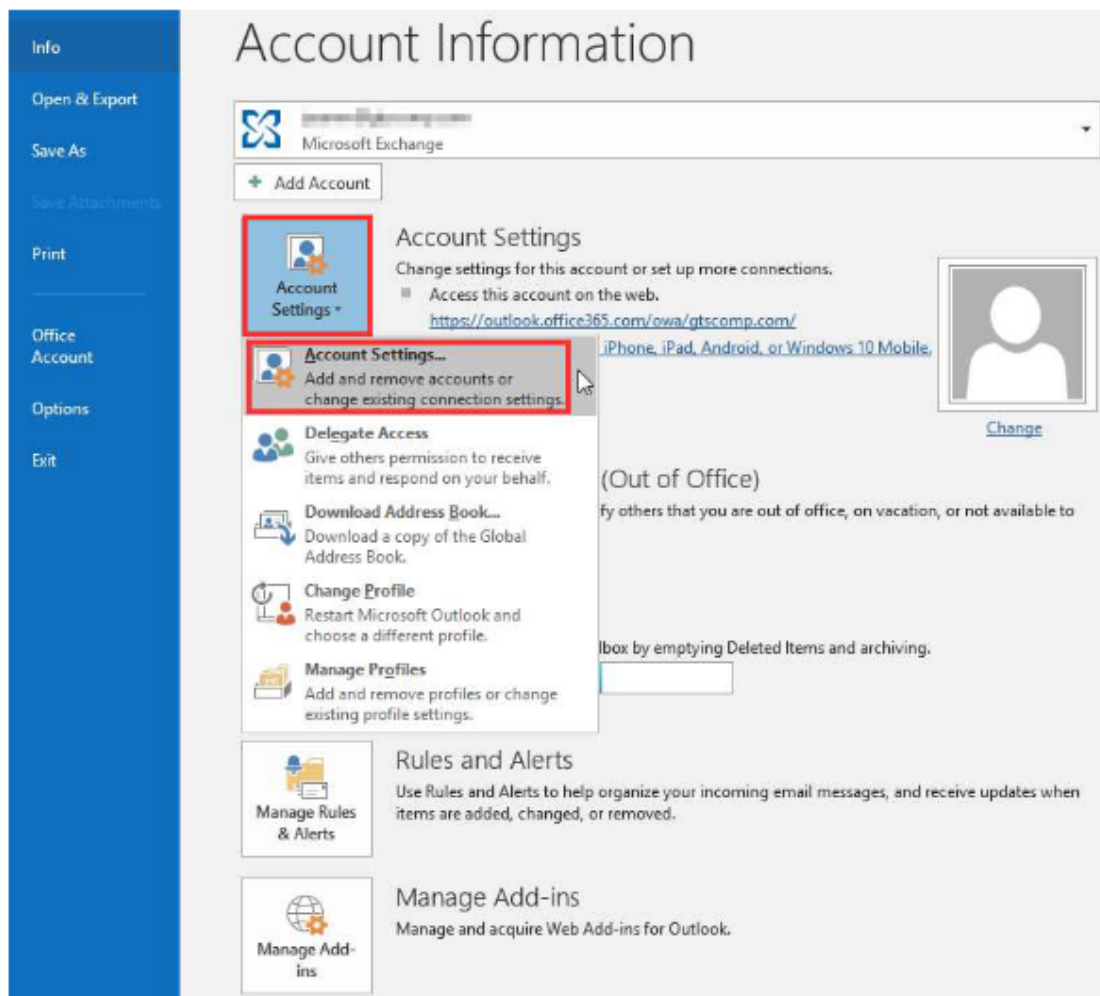
Jenny Fletcher - 2025-07-03 - General Support

Adding and additional Exchange Mailbox to Outlook
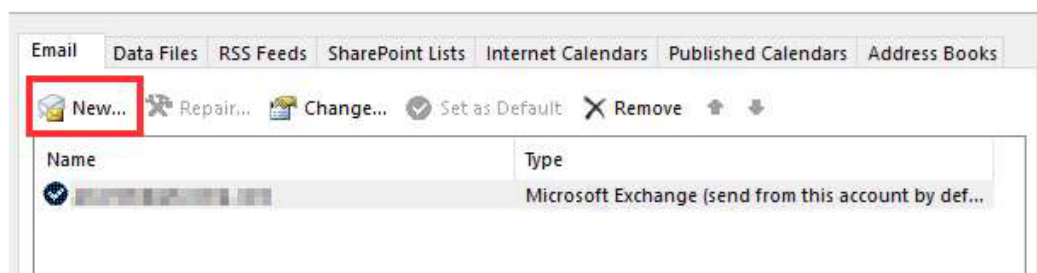
Within Outlook, in the upper left corner click File
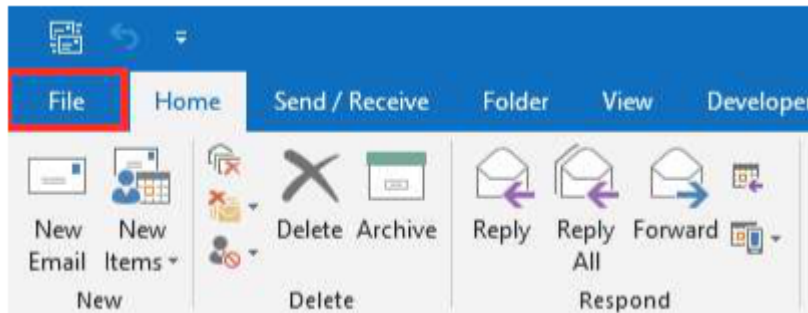
Then goto the Account Information dialog, click Account Settings, and Account Settings.

You should now be presented with the Accounts Settings dialog. Here click New.

The Add Account Wizard should now start. When prompted, enter the email address of the account you are adding, then click Connect

Welcome to Outlook

Enter an email address to add your account.

Email address

Advanced options ˅

Connect

Next you will be prompted for the Microsoft credentials, here enter the password fo rthe mailbox.

Microsoft

← ▓▓▓▓▓▓▓▓▓▓▓▓

Enter password

••••••••

Forgot my password

Sign in with another account

Sign in

Once you have successfully authenticated to the mailbox, you will erceive the below notification that the account is setup. Here click OK to complete the wizard.

Adding ▓▓▓▓▓▓▓▓▓▓▓▓▓▓

Account setup is complete

You need to restart Outlook for these changes to take effect.

OK

Finally, you will need to click Close to exit the Account Settings, and a restart of Outlook will be required.