How To… Add An Additional Mailbox

Content

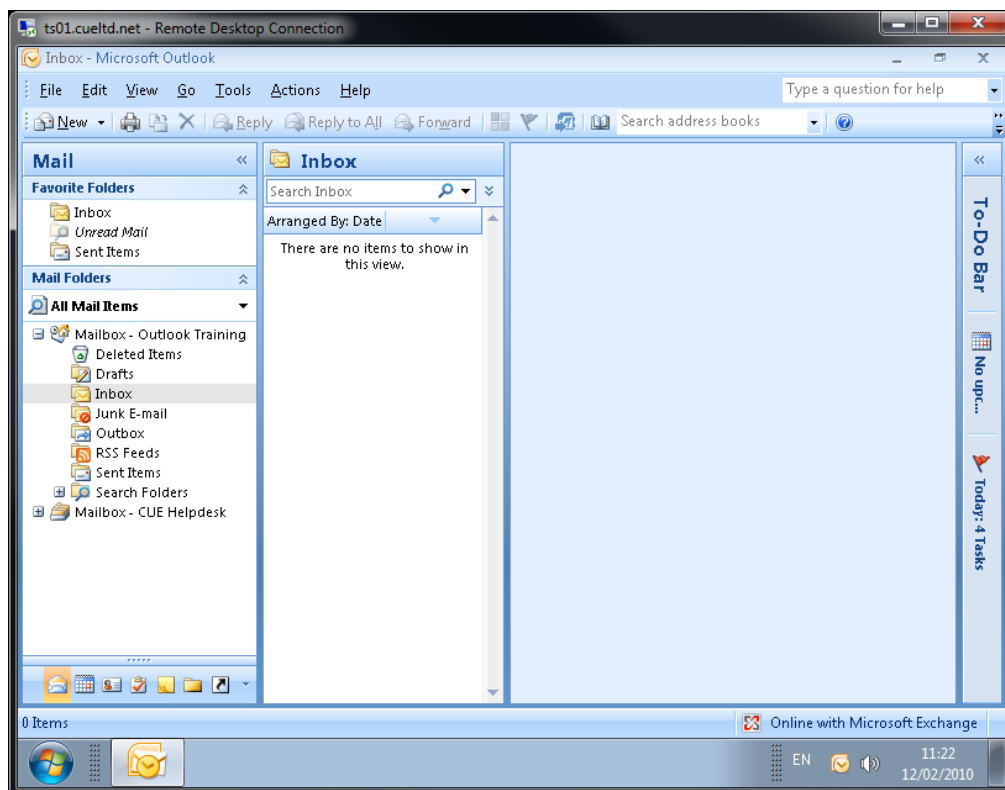## Overview

Some users have an additional mailbox – typically related to a group or department. This 'How To…' outlines the steps necessary to add an additional mailbox within a CUE remote desktop session.

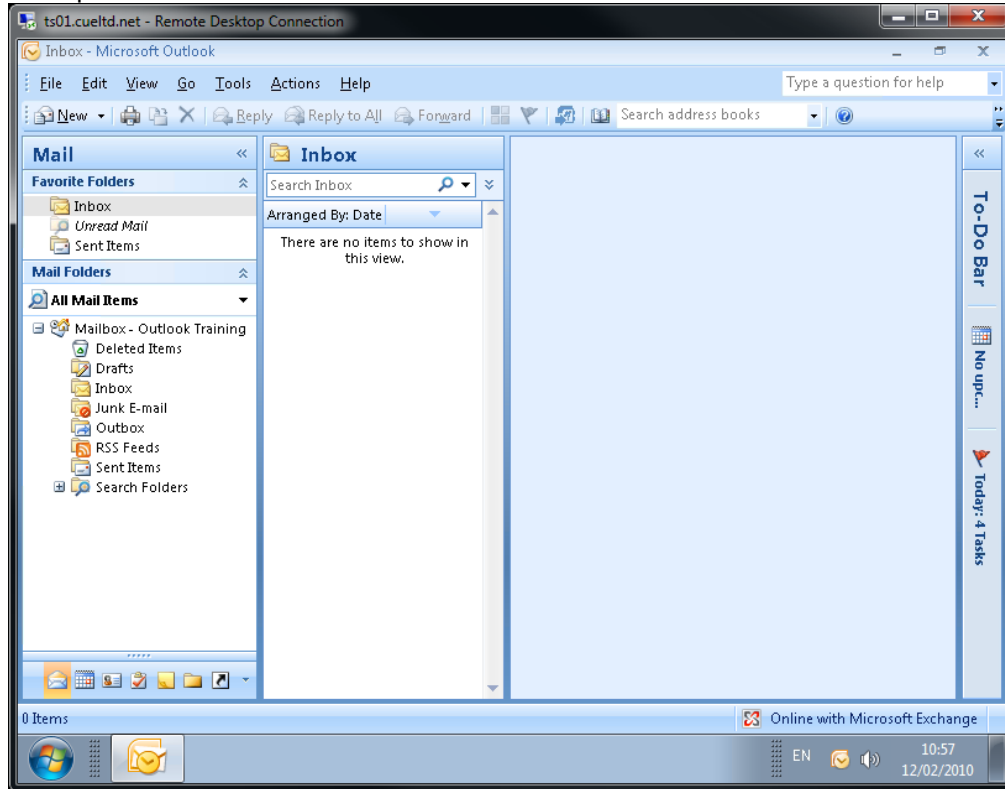If you experience any difficulties while following this guide please contact the CUE Helpdesk.

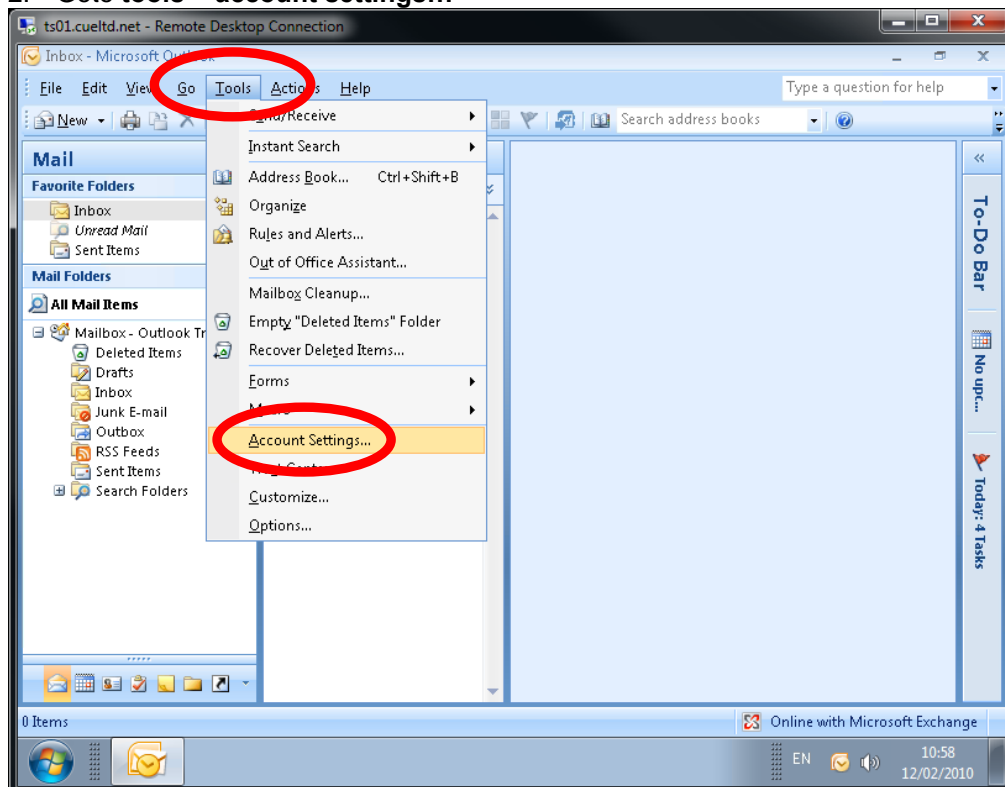For example the user below also has a CUE Helpdesk mailbox:

*Note: An additional mailbox is distinctly different from an archive/data file. Mailboxes tend to be prefixed with '**Mailbox -** '*
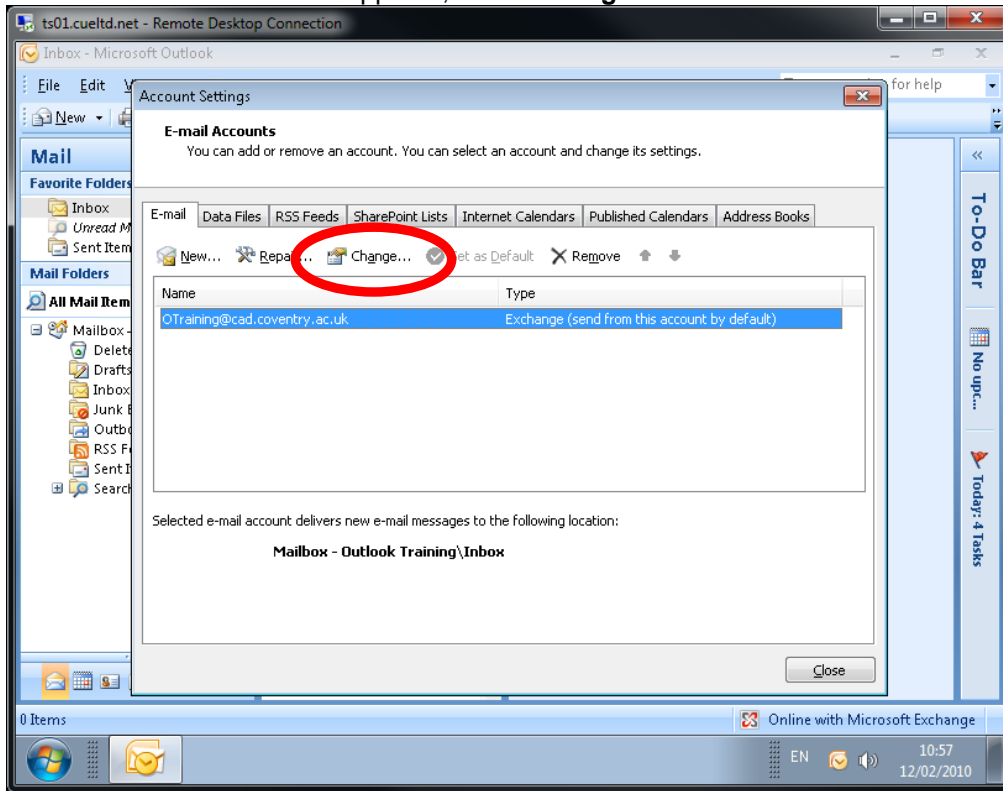
Procedure
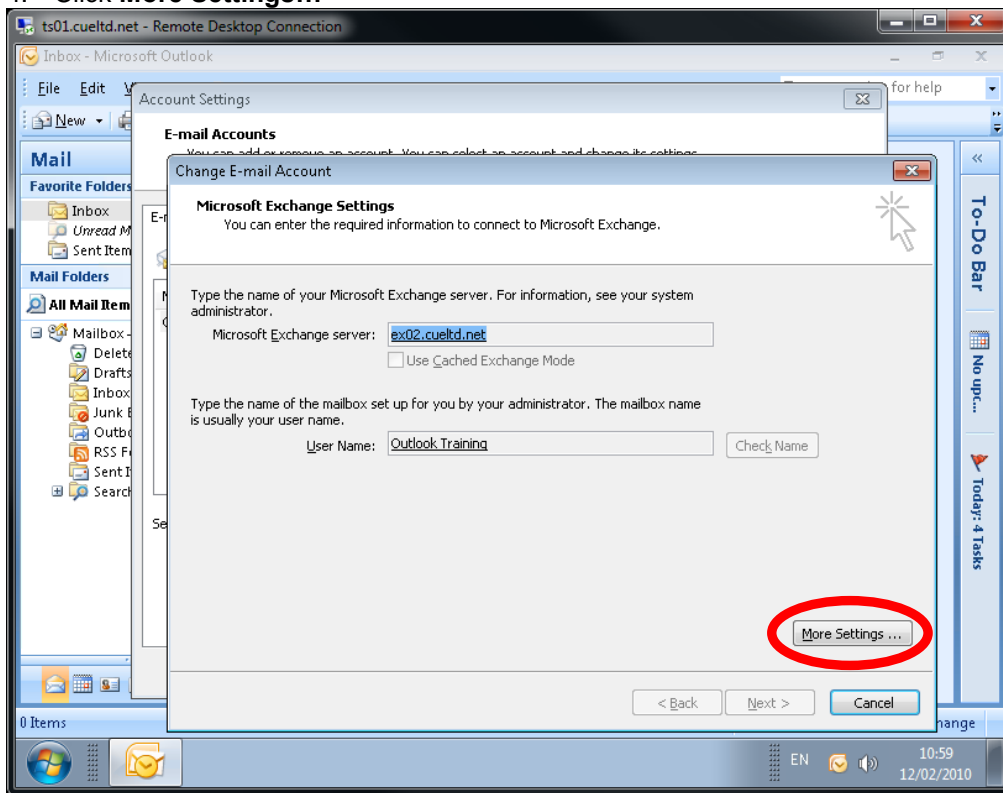
1. Open **Microsoft Outlook 2007**
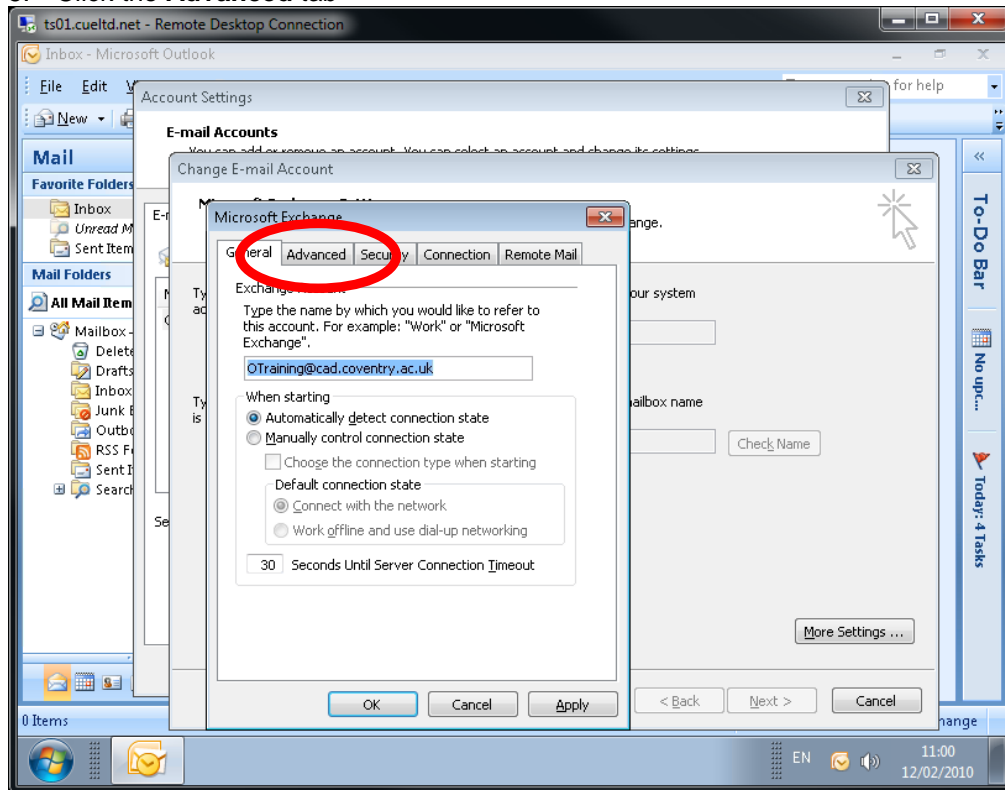

2. Goto **tools > account settings…**
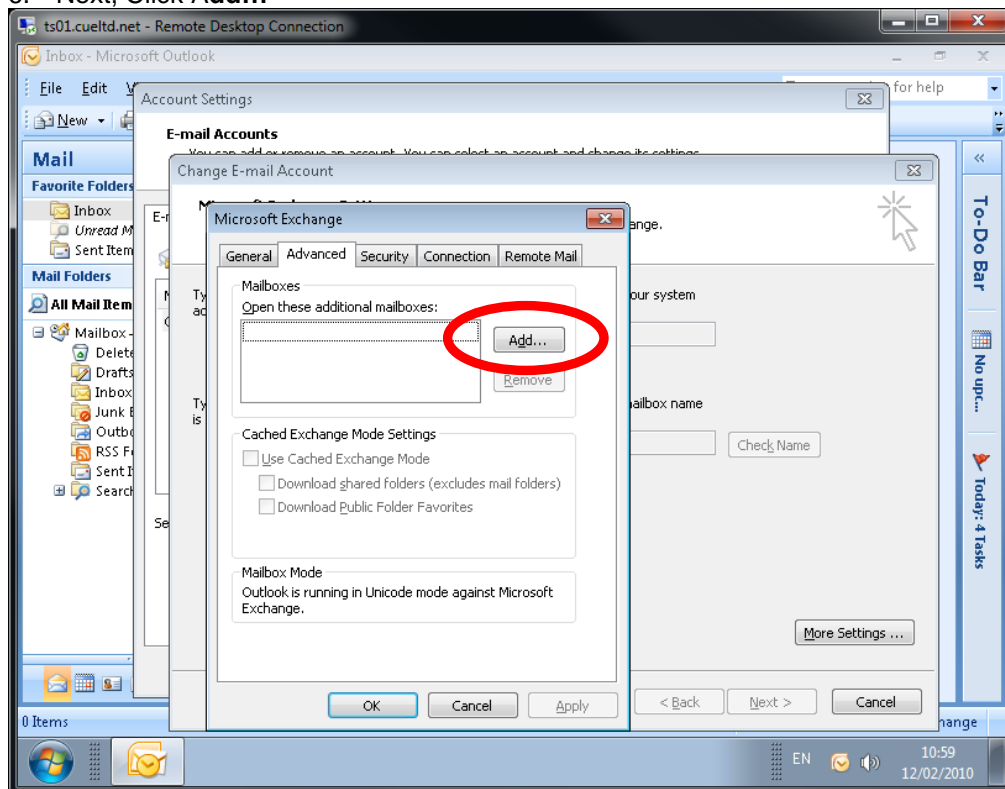
3. On the window that now appears, select **Change…**
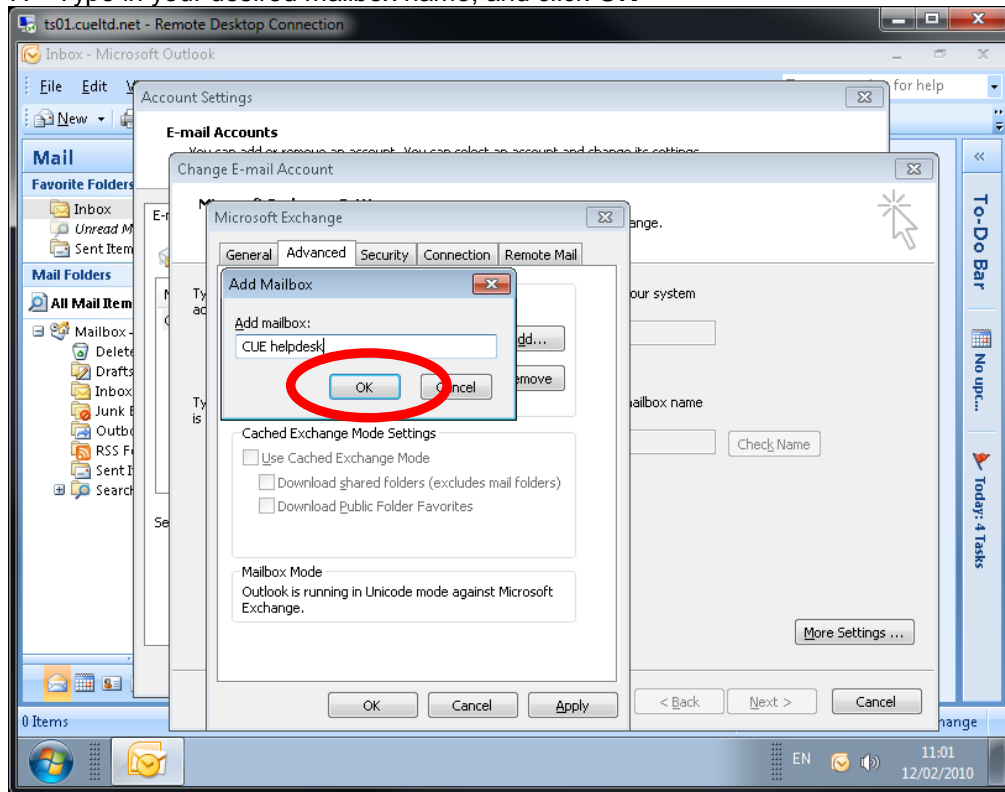

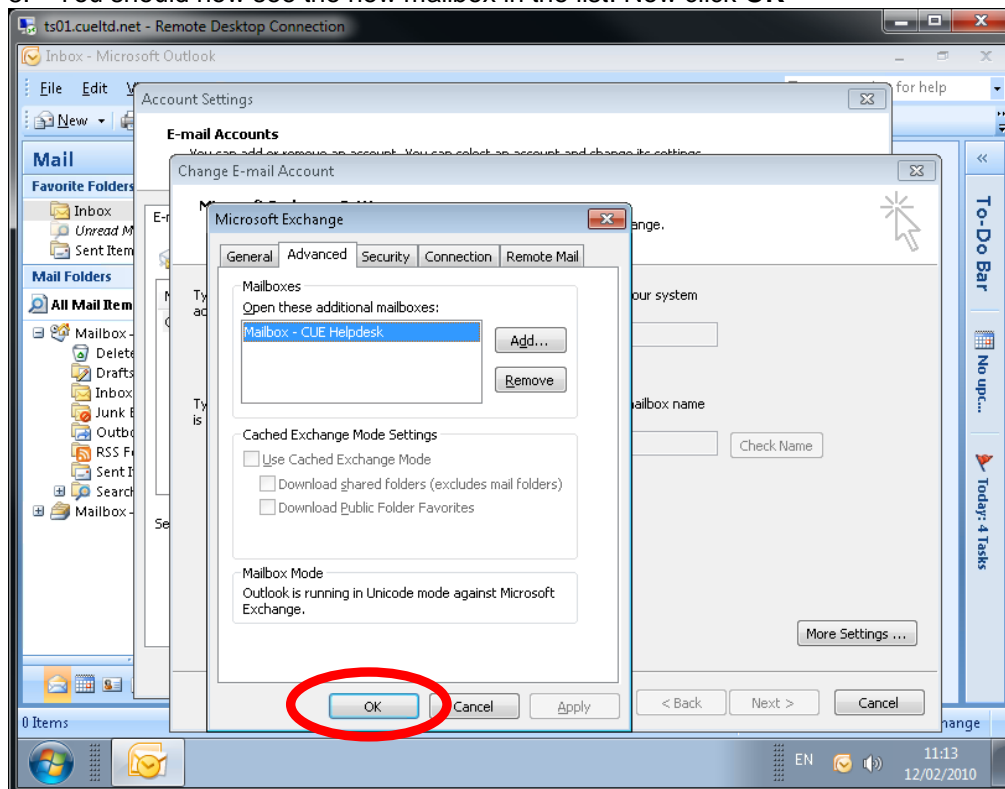4. Click **More Settings…**

5. Click the **Advanced** tab
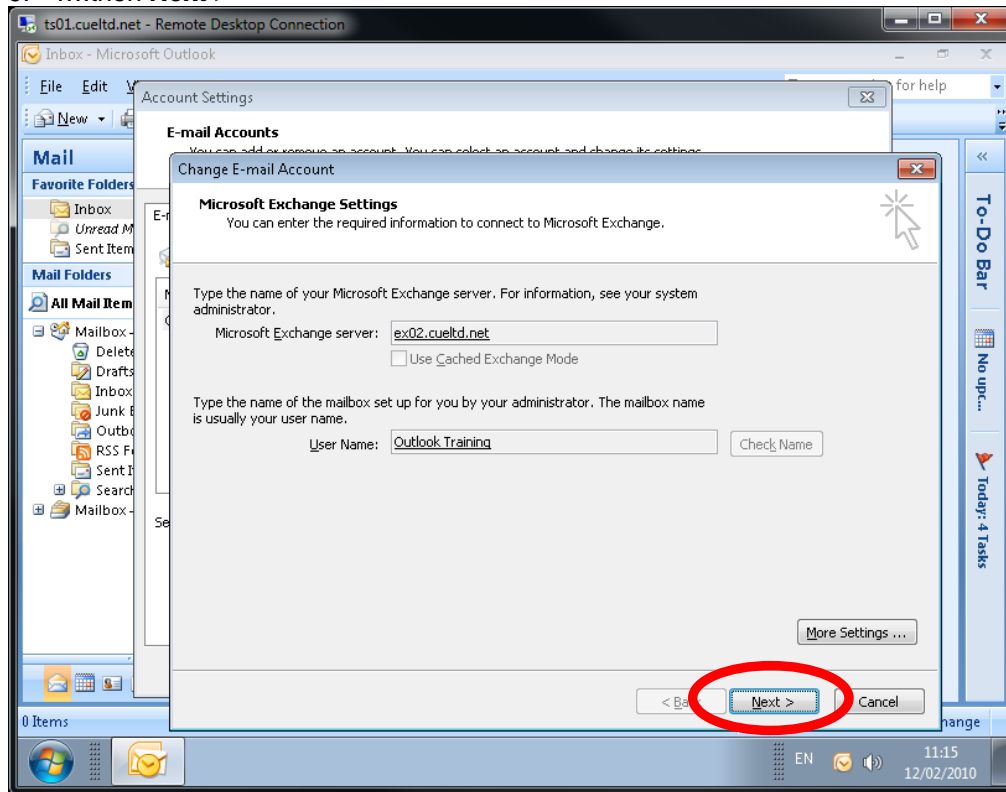

6. Next, Click A**dd…**

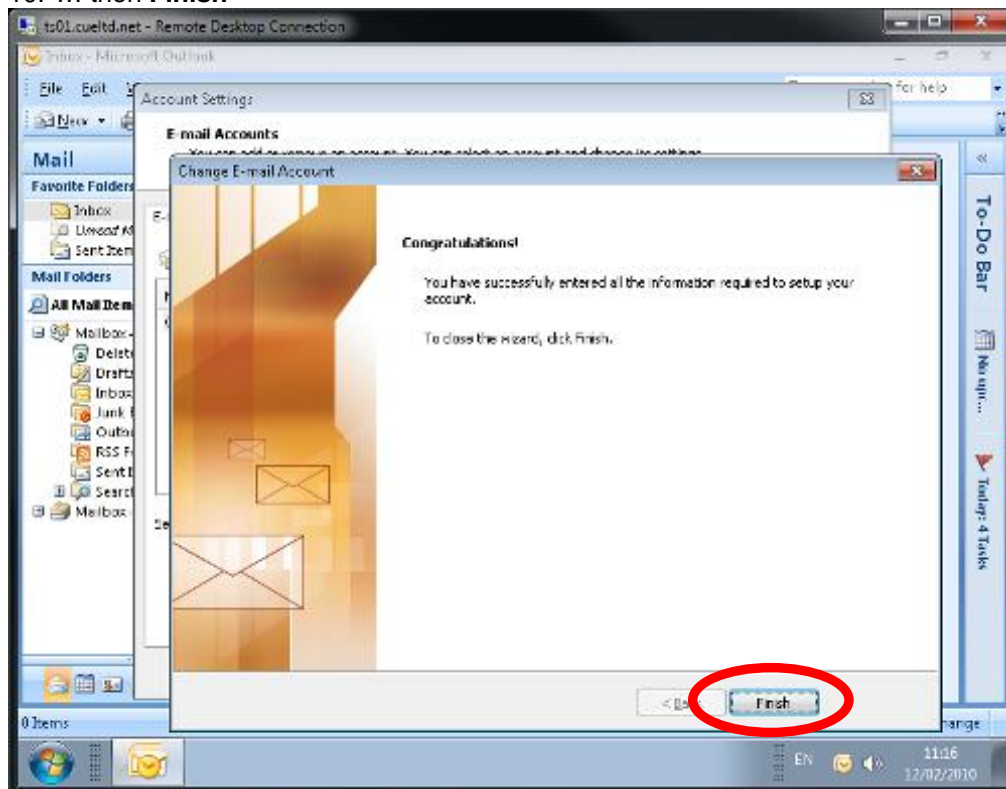7. Type in your desired mailbox name, and click **OK**

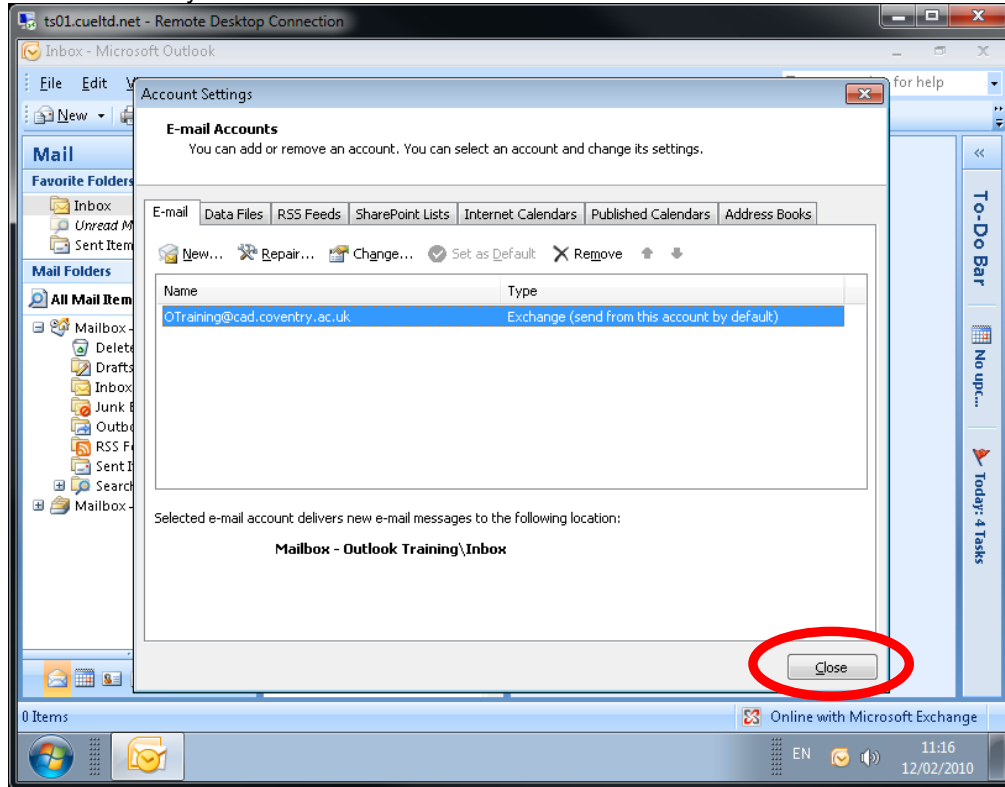8. You should now see the new mailbox in the list. Now click **OK**
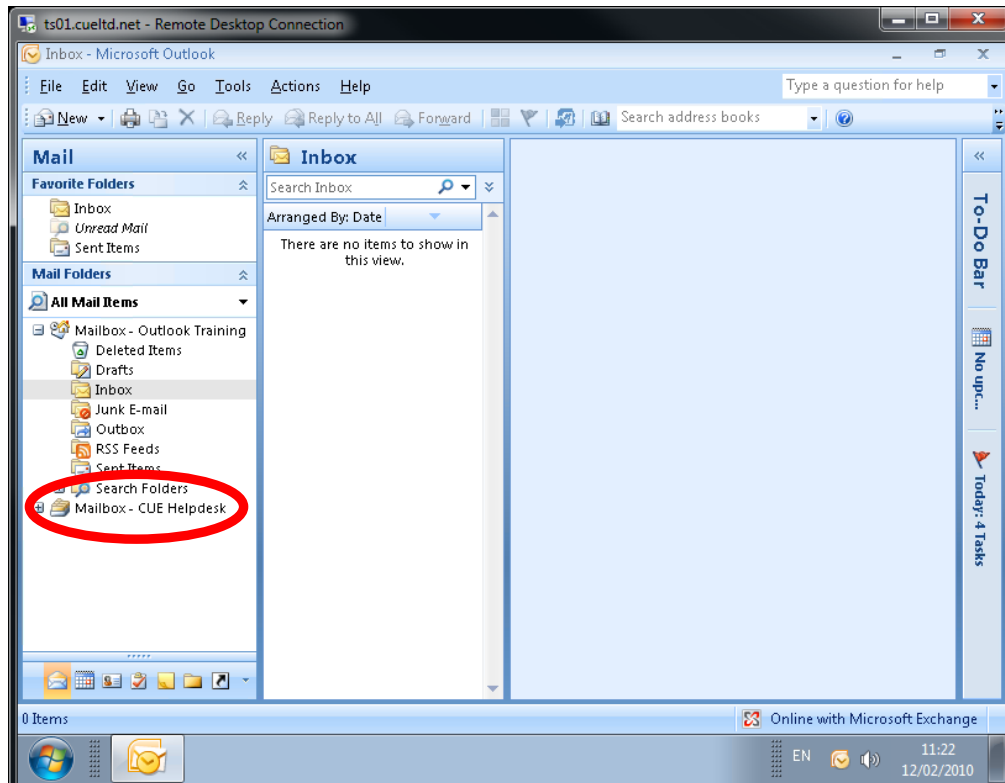
9.   ….then **Next >**

10. … then **Finish**

11 … and finally **Close**

Checking Your Work

You can confirm that the mailbox has been added by opening Outlook and checking for the presence of the maillbox:

Contacting the CUE Helpdesk

If you encounter any problems while following this 'How To…' please contact the CUE Helpdesk via email (helpdesk@cad.coventry.ac.uk), instant message a member of the helpdesk (Systems and Networking) or by telephoning internal extension 8888.

Contacting the CUE Helpdesk