

Click on the "File" button at the top of outlook.



Make sure "Info" is selected. Then select "Account Settings" and "Account Settings" again.

E-mail Accounts You can add or remove an account. You can select an account and change its settings.					
E-mail Data Files RSS Feeds SharePoint Lis	ts Internet Calendars	Published Calendars	Address Books		
Name	Type				
Dettcker@Starbridgeinc.org	Microsoft Ev	chance (send from this	account by default)		
Selected account delivers new messages to the	following location:				
Change Folder Ibettcker@Starbridgeinc.org\Inbox in data file C:\Users\/bettcker\\Outlook\/bettcker@Starbridgeinc.org.ost					

On the screen that pops up select "Change".

Server Settings Enter the information rec	uired to connect to Microsoft Exchange or a compatible	service.	×~
Type the server name for you account provider.	r account. If you don't know the server name, ask your		
Server:	Starbridge-Exch.ActiveD.Starbridgeinc.org		
	✓ Use Cached Exchange Mode		
Type the user name for your a ∐ser Name:	iccount.	Check Name	
			More Settings
	[	< <u>B</u> ack	Next > Cancel

Then select "More Settings".

General Advanced Security Connection		
Maiboxes		
Open these additional mailboxes:		
Add		
Damaura		
Remove		
Cached Exchange Mode Settings		
✓ Use Cached Exchange Mode		
<ul> <li>Download shared folders</li> </ul>		
Download Public Folder Favorites		
Mailbox Mode		
Outlook is running in Unicode mode against Microsoft Exchange.		
Outlook Data File Settings		
OK Cancel Apply		

On the next screen select the "Advanced" tab and click "Add".

Add mailbox:	
medicaidbilling	
OK Cancel	

Type in your mailbox name you are trying to add and select "OK". In the above example the username "medicaidbilling" was put in but the full display name "Medicaid Billing" should have also worked.

General Advanced Security Conr Mailboxes Open these additional mailboxes: Medicaid Billing	Add Remove	
Cached Exchange Mode Settings Use Cached Exchange Mode Download shared folders Download Public Folder Favo	rites	
Mailbox Mode Outlook is running in Unicode mode against Microsoft Exchange.		
Outlook Data File Settings		
OK	Cancel Apply	

Your mailbox should appear under "Mailboxes", then click "Apply" and "OK".

Server Settings Enter the information red	quired to connect to Microsoft Exchange or a compatible	service.	×
Type the server name for you account provider.	r account. If you don't know the server name, ask your		
Server:	Starbridge-Exch.ActiveD.Starbridgeinc.org		
	✓ Use <u>C</u> ached Exchange Mode		
Type the user name for your a	account.		
User Name:	lbettcker@Starbridgeinc.org	Check Name	
			More Settings
	[	< <u>B</u> ack <u>N</u> ext >	Cancel

Then select "Next" and on the following screen select "Finish" and then select "Close" for the "Account Settings" window that is still open.



You should then see the mailbox you added underneath your own mailbox. Click on the white arrow to the left of it to expand it.