



College of Law

## Add an additional mailbox in Outlook

*NOTE: You must have access to the mailbox to view the contents once added*

### Add using Mailbox

1. Right click your mailbox (netid@law.msu.edu) and select Data File Properties



2. Click Advanced
3. Click the Advanced tab
4. Click Add and search for the name of the mailbox you want to add
5. Click Apply and OK to close the window
6. The additional mailbox should now appear in your navigation pane

### Account Settings

1. Click File in Outlook
2. Select Account settings and Account Settings again
3. Select your mailbox ([netid@law.msu.edu](mailto:netid@law.msu.edu)) and click Change
4. Click More settings
5. Select the Advanced tab
6. Click Add and search for the name of the mailbox you want to add
7. Click Apply and OK to close the window
8. The additional mailbox should now appear in your navigation pane