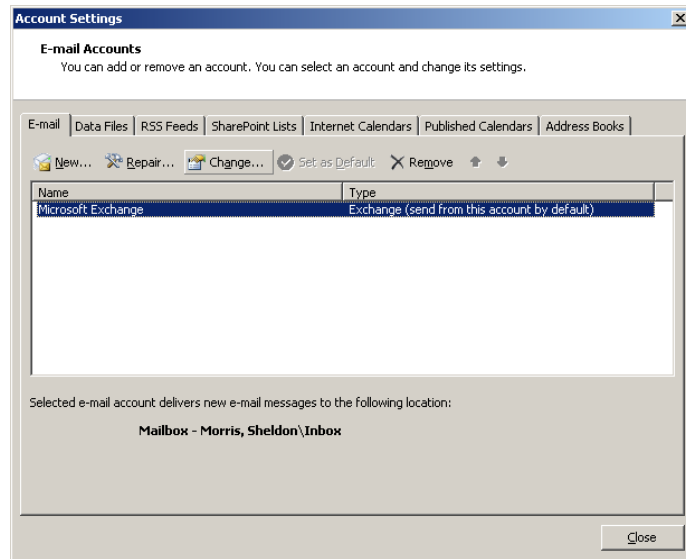
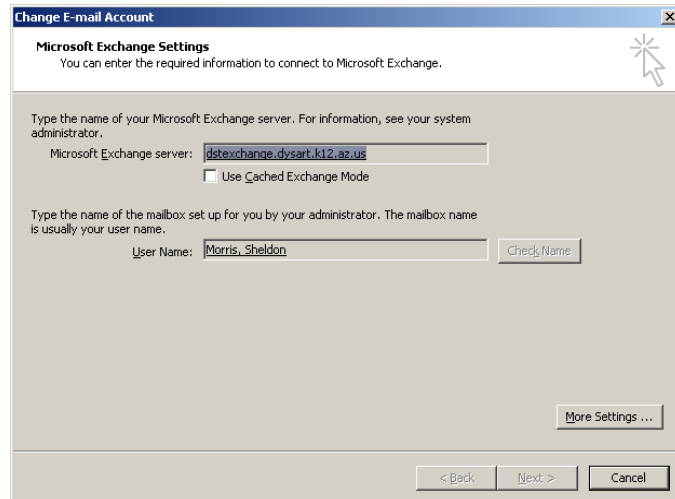


Accessing additional e-mail accounts within Outlook 2007

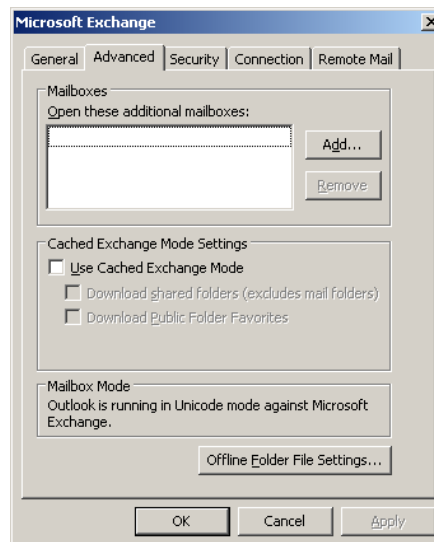
1. On the **Tools** menu, click **Account Settings**.
2. Highlight **Microsoft Exchange** under the **e-mail** tab.
3. Select the **change** button.



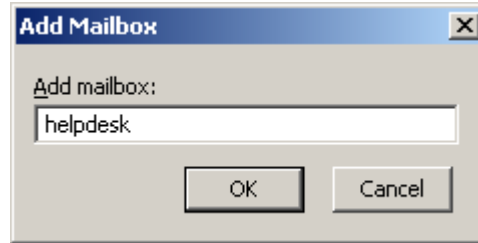
4. Select the **More Settings** button.



5. Select the **Advanced** tab.

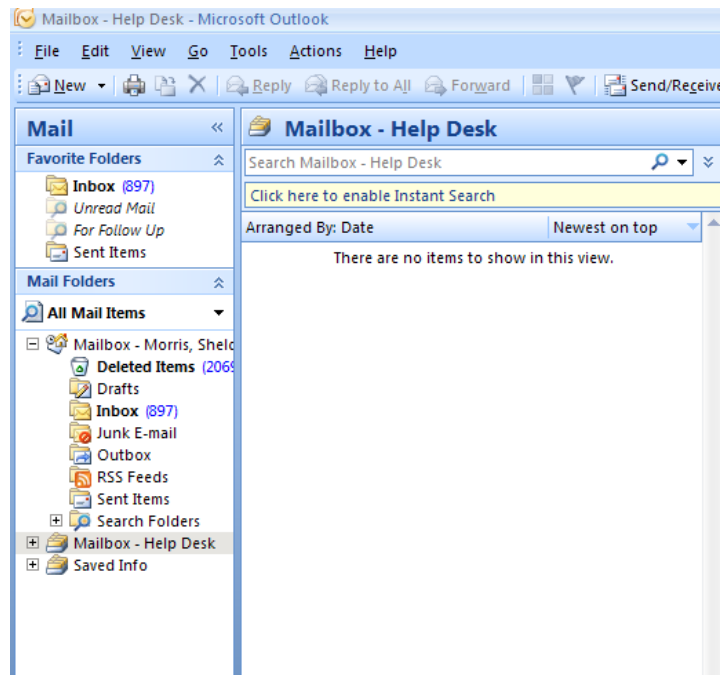


6. Click the **Add** button and type in the e-mail address of the mailbox that you would like to add to your exchange profile followed by clicking the **OK** button.



7. Next click **OK** followed by **Next** and then **Finish**.
8. You will also need to click the **Close** button on the account settings screen.

Once those steps have been completed you will be able to access the newly added email account by finding it on the left side of your display.



Next click on the plus [+] next to the mailbox name to expand the folder so that you can see the inbox and check messages.

