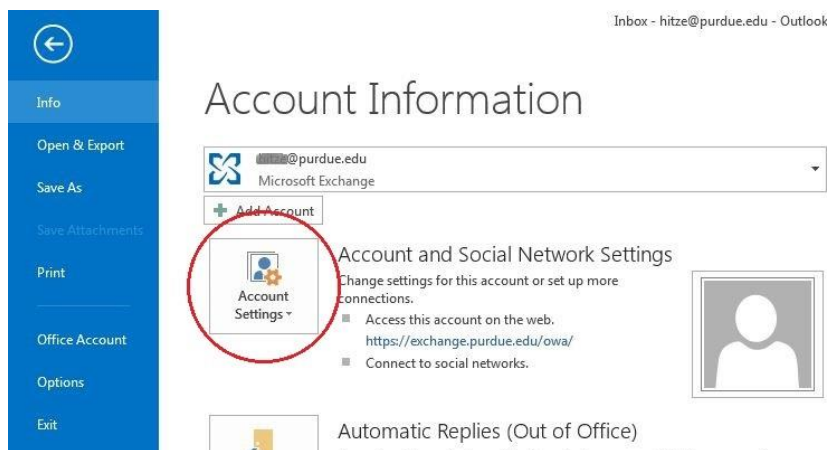# ADDING RESOURCE ACCOUNT MAILBOXES TO OUTLOOK 2019

These instructions will allow you to add extra mailboxes to Outlook 2019.

1. In Outlook, click on the **"File"** button in the upper left corner.

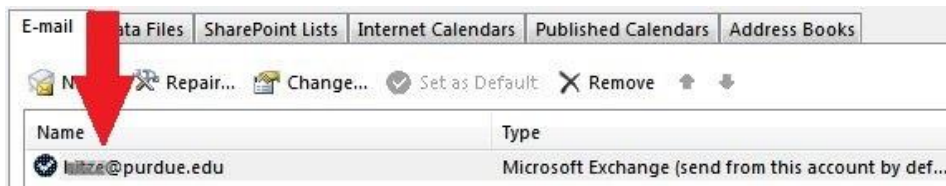2. In the center column, click the **"Account Settings"** button.
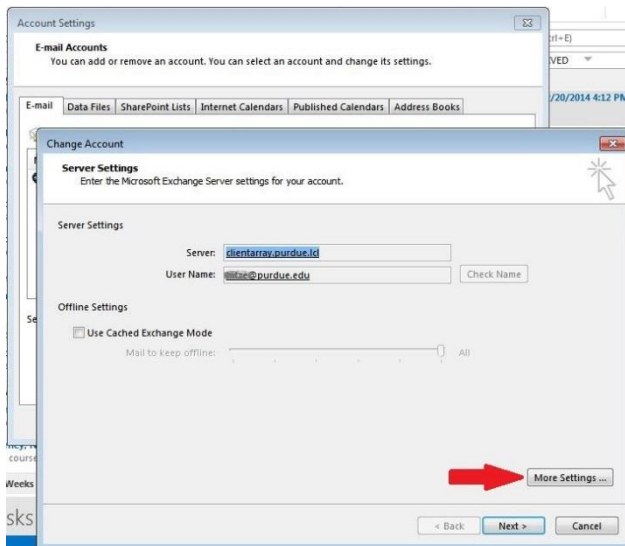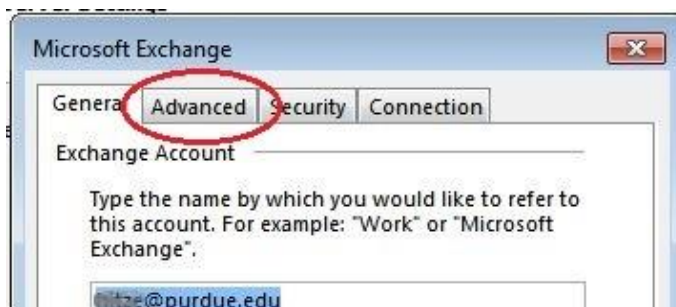

3. In the dropdown menu, click **"Account Settings…"**

4. In the list of accounts, double-click on the **"Exchange"** account.

5. In the bottom right corner, click the **"More Settings…"** button.

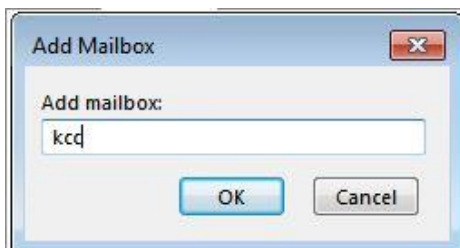6. Click the **"Advanced"** tab.
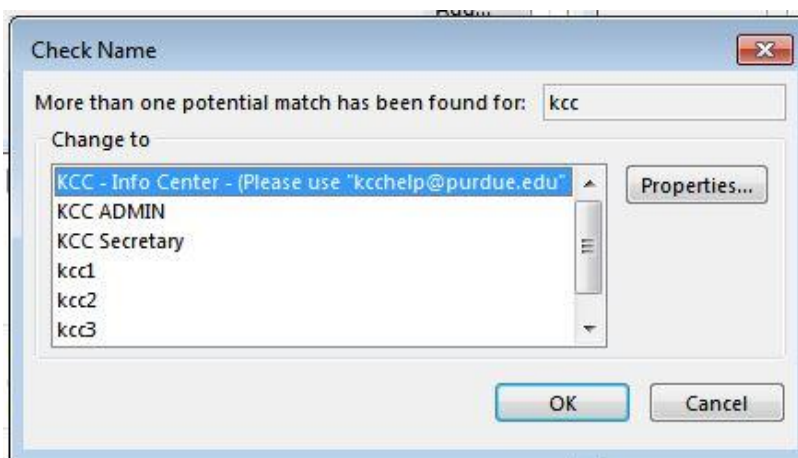

7. Click the **"Add…"** button.
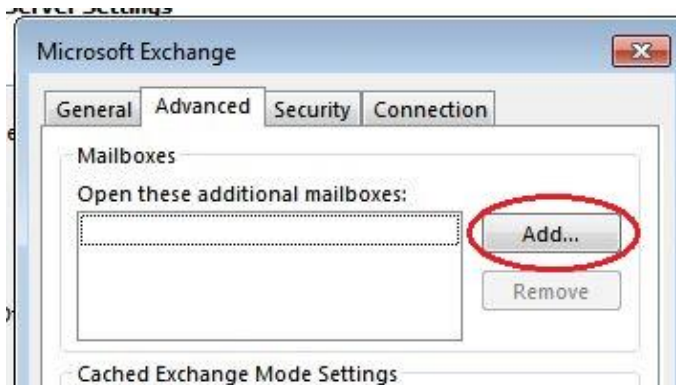
8. Type the name of the mailbox you wish to add.

- **Note:** This can be a full or partial name. Partial names will give you a list of close matches from which to choose.

9. After adding the mailbox, click **"Apply"** then **"OK"**

10. Click **"Next"** then **"Finish"**

You've successfully added a resource account mailbox to Outlook 2019.