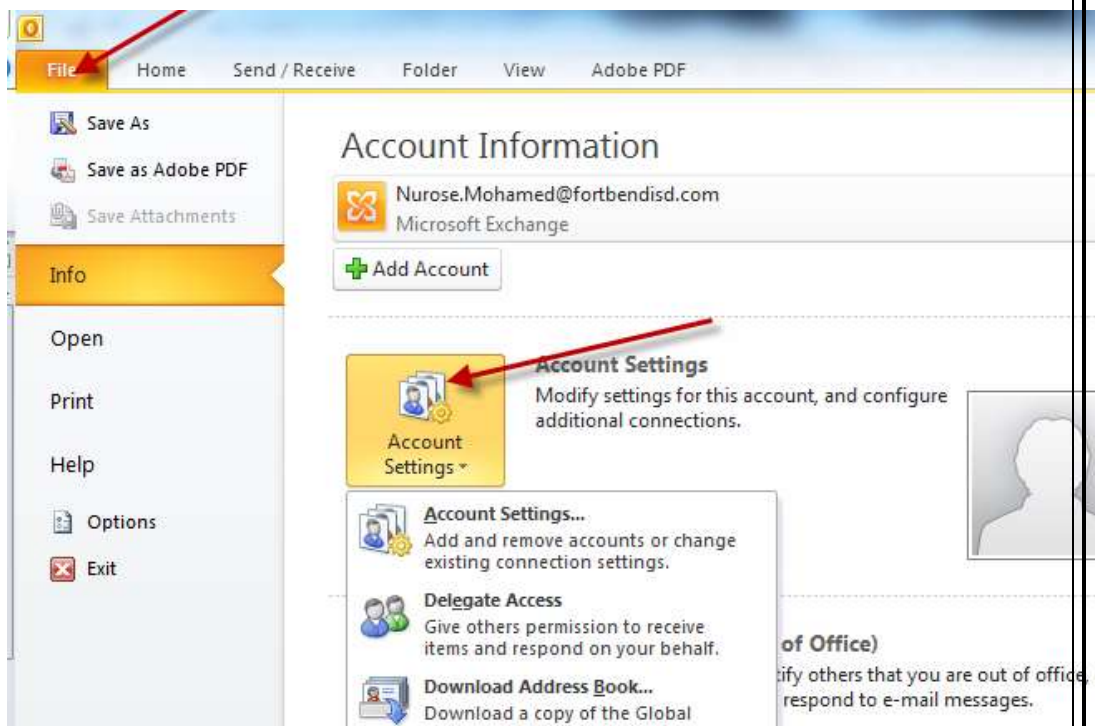# FBISD
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Title: How to Add additional mailboxes to Outlook Profile

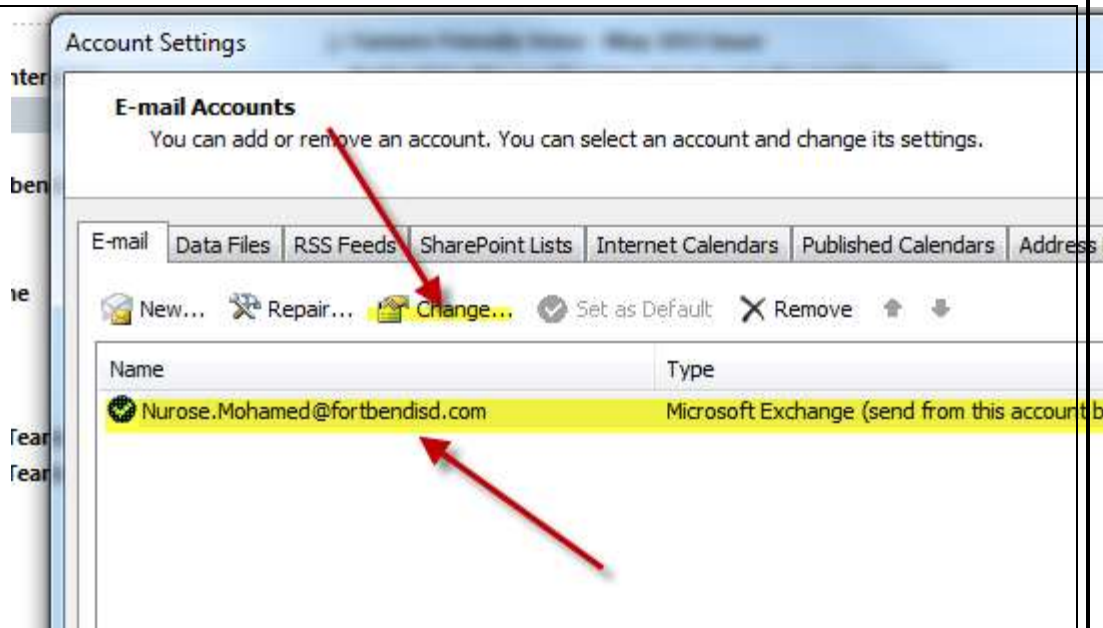|	Author/Owner	Peer Reviewer	Approver	Effective Date:
Name:	Nurose Mohamed	TEugene		**Review Date:**
Title:	Sr. System Engineer	Sr.Systems Engineer		
Date:	01/28/2016	01/28/2016		
Signature:				**Supersedes:**

Procedures	Screenshots
1. From Microsoft Outlook Select **File, Info, Account Settings**	

2. Select your Profile and Click on **Change**	**Account Settings** **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 Lists | Internet Calendars | Published Calendars | Address New... Repair... Change... Set as Default ✕ Remove ⬆ ⬇ Name Type Nurose.Mohamed@fortbendisd.com Microsoft Exchange (send from this account b
3. Select **More Settings**	Type the server name for your account. If you don't know the server name, ask your account provider. Server: exch10.District.FBISD.Local ☐ Use Cached Exchange Mode Type the user name for your account. User Name: Nurose.Mohamed@fortbendisd.com Check Name More Settings ...

4. Click on the **Advanced** Tab**,** Select the additional mailbox under the **Open these additional mailboxes** and Select **Add,** type the name of the Mailbox you would like to add, click **Apply, OK.** Then click **Next, Finish.**	