

How To... Add An Additional Mailbox

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Overview

Some users have an additional mailbox – typically related to a group or department. This 'How To...' outlines the steps necessary to add an additional mailbox within a CUE remote desktop session.

If you experience any difficulties while following this guide please contact the CUE Helpdesk.

For example the user below also has a CUE Helpdesk mailbox:



Note: An additional mailbox is distinctly different from an archive/data file. Mailboxes tend to be prefixed with 'Mailbox - '

Procedure

1. Open Microsoft	Outlook 2007	
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2. Goto tools > account settings...



3. On the window that now appears, select Change...

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6. Next, Click Add...

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7. Type in your desired mailbox name, and click OK	
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8. You should now see the new mailbox in the list. Now click OK

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10. ... then Finish



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Checking Your Work

You can confirm that the mailbox has been added by opening Outlook and checking for the presence of the mailbox:



Contacting the CUE Helpdesk

If you encounter any problems while following this 'How To...' please contact the CUE Helpdesk via email (<u>helpdesk@cad.coventry.ac.uk</u>), instant message a member of the helpdesk (Systems and Networking) or by telephoning internal extension 8888.