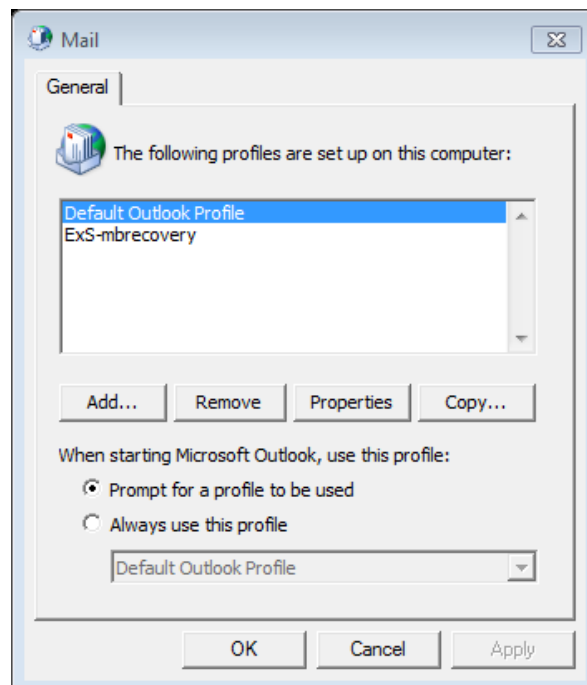
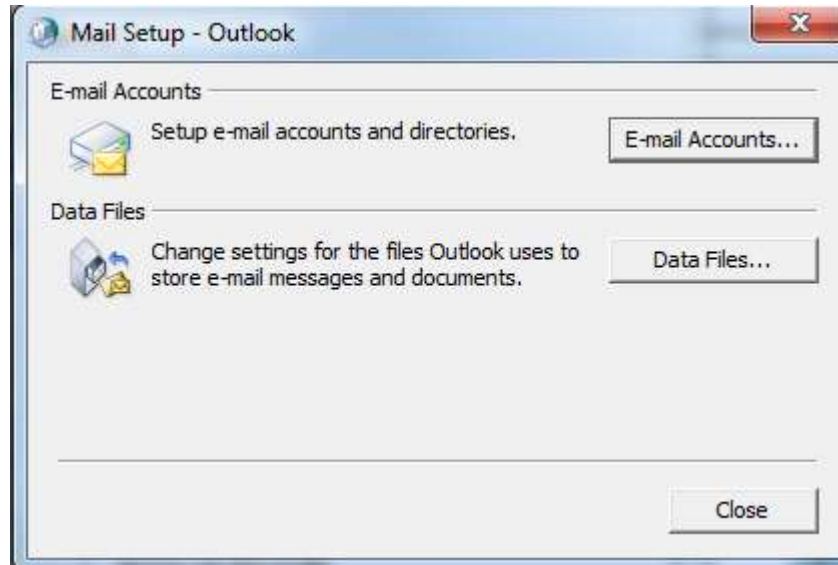


Adding an Additional Mailbox to a Current Profile

1. Click Start, and then click Control Panel
2. Open the Mail Setup dialog box:
 - a. Windows 7 Instructions:
 - i. If Control Panel is in either Large icons or Small icons view, click Mail. The Mail Setup dialog box appears.
 - ii. If Control Panel is in Category view, under View by, click to select either Large icons or Small icons, and then click Mail. The Mail Setup dialog box appears.
 - b. Windows Vista or Windows XP:
 - i. If Control Panel is in Classic View, double-click Mail. The Mail Setup dialog box appears.
 - ii. If Control Panel is in Category View, under Control Panel, click Switch to Classic View for Windows XP, or click Classic View for Windows Vista, and then double-click Mail. The Mail Setup dialog box appears.
3. In the Mail Setup dialog box, click Show Profiles.
4. On the General tab, select your Mail profile. It may be your first.last@utoledo.edu email address, Default Outlook Profile, Outlook, or Default. Click once to highlight and click **Properties**.



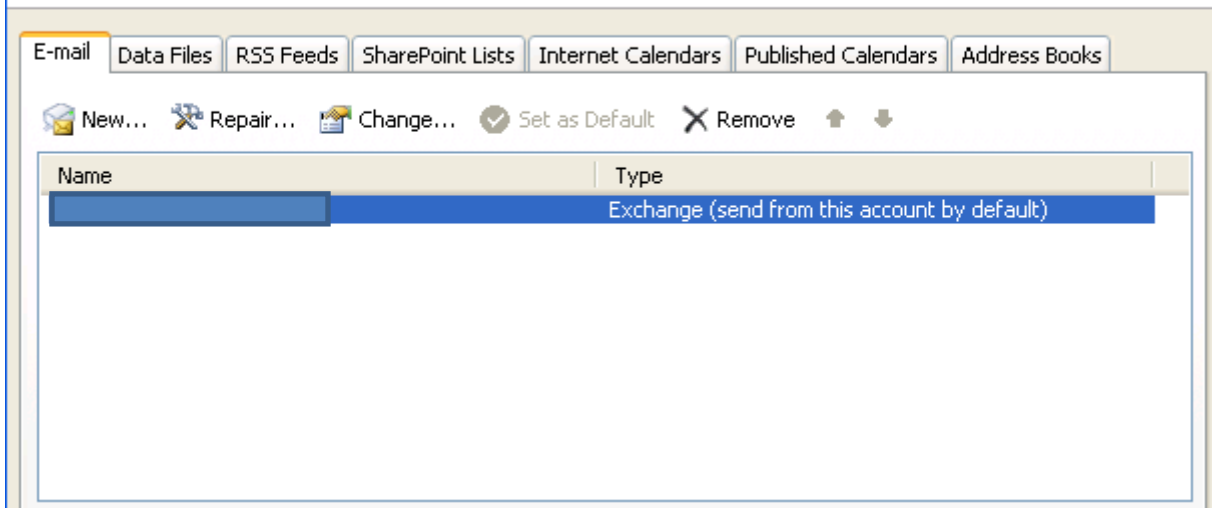
5. In the Mail Setup window, click **E-mail Accounts...** button



6. In the Account Settings windows, click the name listed. It may say **Microsoft Exchange** or your first.last@utoledo.edu email address under **Name** column and **Exchange (send from...)** as the **Type**. Then click **Change** just above it.

E-mail Accounts

You can add or remove an account. You can select an account and change its settings.



7. In the Change Email Account window click **More Settings...** button.

Microsoft Exchange Settings
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

Microsoft Exchange server:

Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

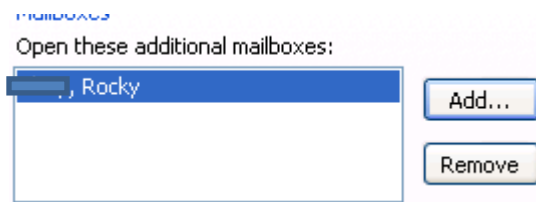
8. Select the **Advanced** tab and click **Add** in the **Mailboxes** area.

Mailboxes
Open these additional mailboxes:

9. Type the name of the mailbox you wish to connect to and click **Ok**

Add mailbox:

10. If found, it will be added to the list of mailboxes.

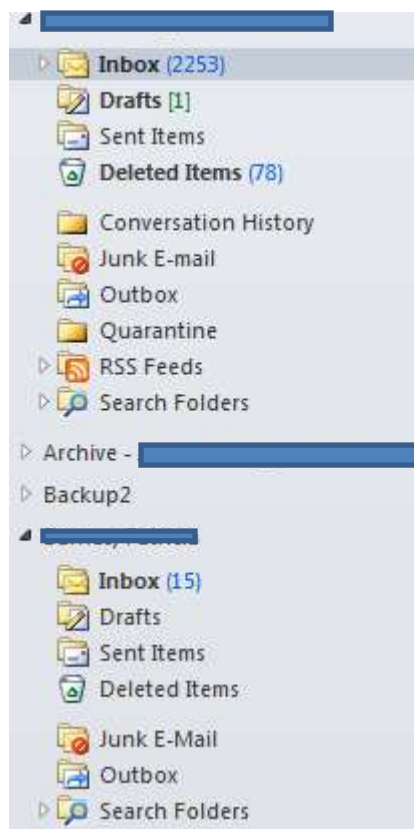


11. Click **Apply, OK, Next, Finish**.

12. Click **Close, Close, OK** and close Control Panel.

13. If you are currently in Microsoft Outlook, please close Outlook and re-launch to take the new changes.

14. When you get back in Outlook, you will see your additional mailbox along the Outlook Toolbar.



Please Note: If you have the ability to send from your Service Mailbox account, please note that the email that you are sending from your Service Mailbox account will be placed in YOUR Sent Items folder. If they need to be in the Sent Items folder of your Service Mailbox, the mail messages can be dragged and dropped from YOUR Sent Items to the SERVICE MAILBOX Sent Items folder.