



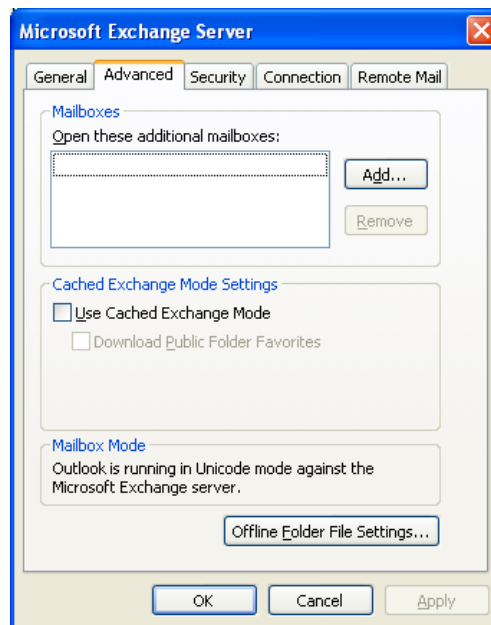
## Add another E-Mail Exchange Account to Outlook 2007

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### Add another E-Mail Exchange Account to Outlook 2007

1. In the MAIL component of Outlook, click the **Tools** menu → **Account Settings**
2. Select your exchange account from the list and click **Change**
3. Click **More Settings** → **Advanced** tab.
5. Click **Add** and type the mailbox name of the person you want to add to your profile (the user portion of their e-mail address i.e. jdoe from jdoe@brocku.ca).



6. Click **OK** → **Next** → **Finish**.