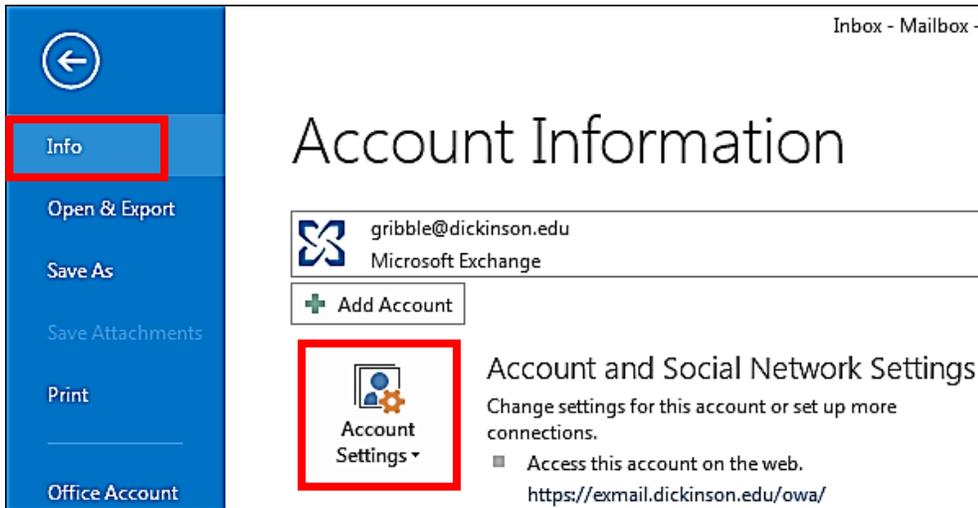


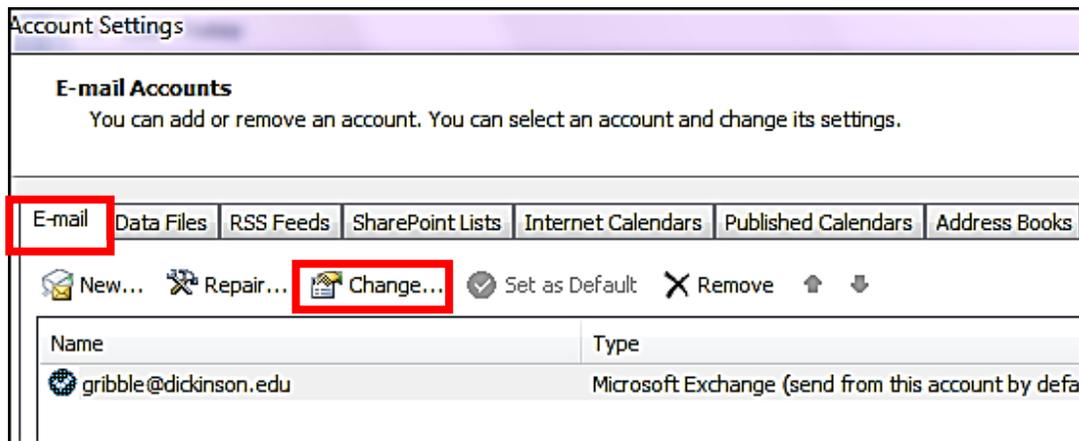
Microsoft Outlook 2013: Adding a Departmental Email Account

*Do you need to answer emails for your department? If so follow these instructions to set up that account to your Outlook in your office on campus. First you must be set up with permissions to access this email account by contacting the helpdesk & asking for you to have **Read As & Send as Rights** to the account.*

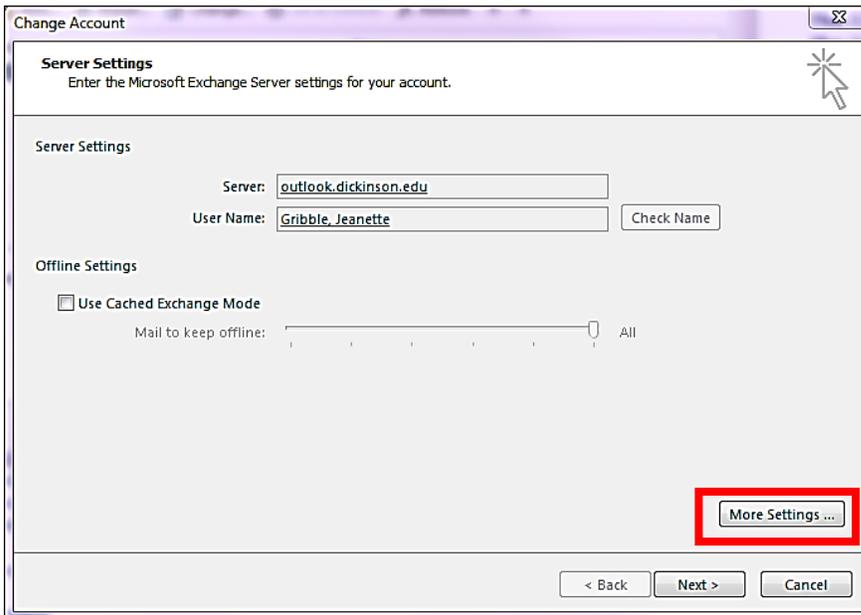
Open **Outlook 2013** on your desktop computer, click on the **File** tab. Under **Info**, click on **Account Settings**.



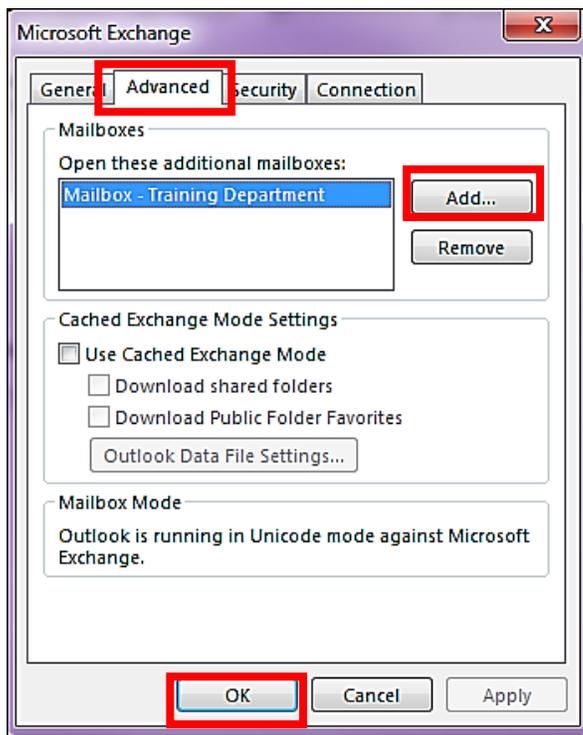
An **Account Settings** dialog box appears, click on **Change**.



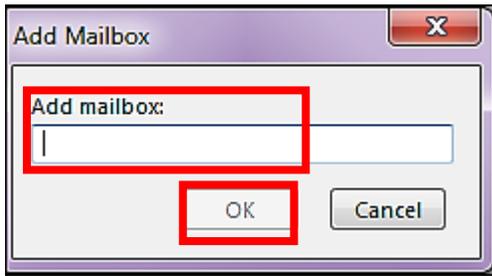
On the **Change Account** window click on the **More Settings** button.



The Microsoft Exchange dialog box appears, click on the **Advanced** tab. Once on the **Advanced** tab click the **Add** button.



Fill in the **username** of the email account you want to add and click **OK**.



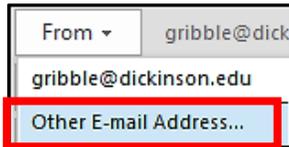
You will be back at the Microsoft Exchange dialog box where you click the **Apply** followed by the **OK** button.

You will be back at the Change E-mail Account window where you click **Next** followed by **Finish** button. At the **Account Settings** window click **Close**.

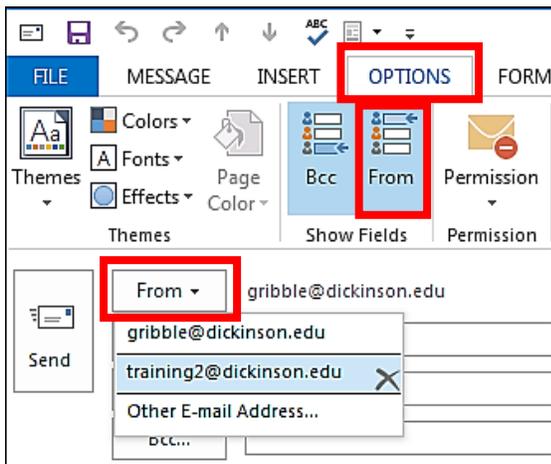
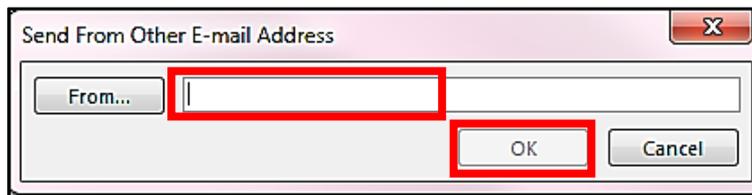
| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A screenshot of the 'Mail Folders' pane in Microsoft Exchange. The pane shows a list of folders under 'All Mail Items'. At the bottom of the list, a folder named 'Mailbox - Training Department' is expanded. Its subfolders are: Deleted Items, Drafts, Inbox (1), Example, Misc, Test, Junk E-Mail, Outbox, and Sent Items (1). A red rectangle highlights this entire expanded folder structure. | <p>You will then find the Inbox folder for this newly added email account near the bottom of your lists of folders.</p> <p>If you get an error message that you cannot display the folder you will need to email the helpdesk so you can be given permission for the email account. Request Read As & Send as Rights to the account.</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

To use this account you will need to add the **From** button. You will need fill in the **From** information for all new messages, with this account name so when the email is sent it will show that it is coming from that account and not from your own personal account. With a new message open click on the **Options** tab, in the **Show Fields** click on **From**. (see below)

A From appears on the email, click on the drop down under **From**, click on **Other E-mail Address...**



Type in the email address and click **OK**.



All emails sent this way will put the Sent messages in the Outlook clients Sent folder. If you want those sent emails to be in the second account they will have to be dragged down and moved there.