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.

Account Settings					
E-mail Accounts You can add or remove an account. You can select an account and change its settings.					
Email Data Silas LDCC Seads CharaDaint Lists Laternat Calendars Dublished Calendars Address Basks					
C main Data Files (R35 Feeus SharePoliti Lists) Internet Calendars (Published Calendars) Address books					
🥁 New 💥 Repair 🔐 Change 💿 Set as Default 🗙 Remove 🕤 🔍					
Name	Туре				
🚭 gribble@dickinson.edu	Microsoft Exchange (send from this account by defa				

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

Change Account	2	
Server Settings Enter the Microsoft B	change Server settings for your account.	
Server Settings		
	Server: outlook.dickinson.edu	
	er Name: Gribble, Jeanette Check Name	
Offline Settings		
Use Cached Excha	je Mode	
Mail to k	p offline: All	
	More Settings	
	< Back Next > Cancel]

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

Microsoft Exchange		
General Advanced security Connection Mailboxes Open these additional mailboxes: Mailbox - Training Department Add Remove		
Cached Exchange Mode Settings Use Cached Exchange Mode Download shared folders Download Public Folder Favorites Outlook Data File Settings		
Mailbox Mode Outlook is running in Unicode mode against Microsoft Exchange.		
OK Cancel Apply		

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

Add Mailbox)
Add mailbox:		
	OK	Cancel

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**.



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...

From +	gribble@dick		
gribble@dickinson.edu			
Other E-mail Address			

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

Send Fro	m Other E-mail Ad	ldress		X
From	ı			
			ОК	Cancel
E 🔒	5014	ABC		
FILE	MESSAGE IN	SERT OPTION	NS FORM	
	Colors •			
Themes	Page Effects ▼ Color →	Bcc From	Permission *	
	Themes	Show Fields	Permission	
=	From - grib	ble@dickinson.ed	lu	
Send	gribble@dickinsoi	n.edu		
Send	training2@dickins	^{on.edu} 🗙		
	Other E-mail Addr	ess		
	DCC			

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.