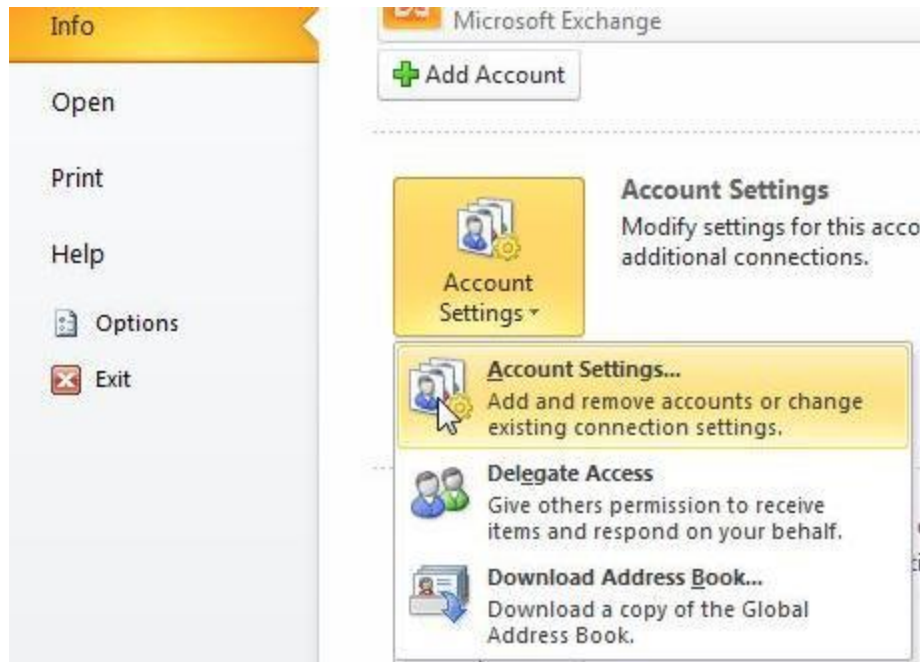


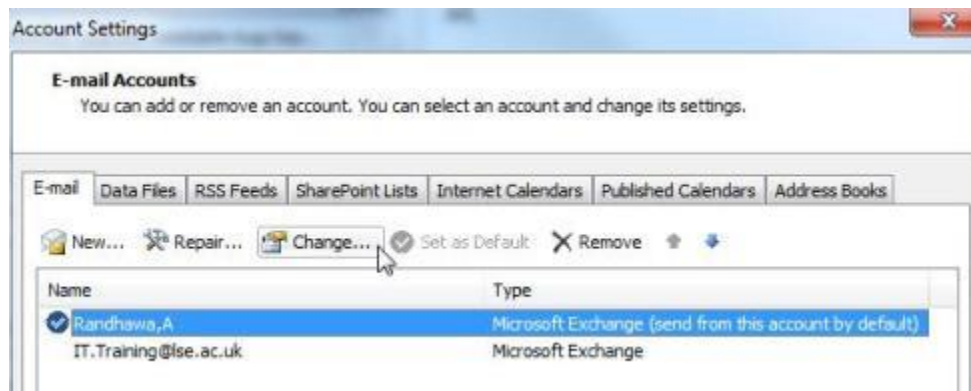
Adding additional mailboxes

To add an additional mailbox:

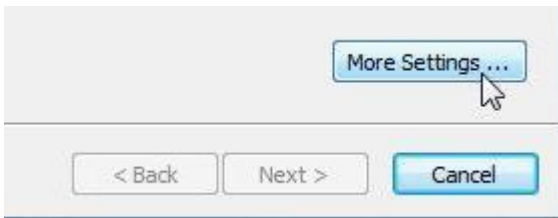
1. Click **File tab | Info | Account Settings | Account Settings...** *The Account Settings dialog box will pop up*



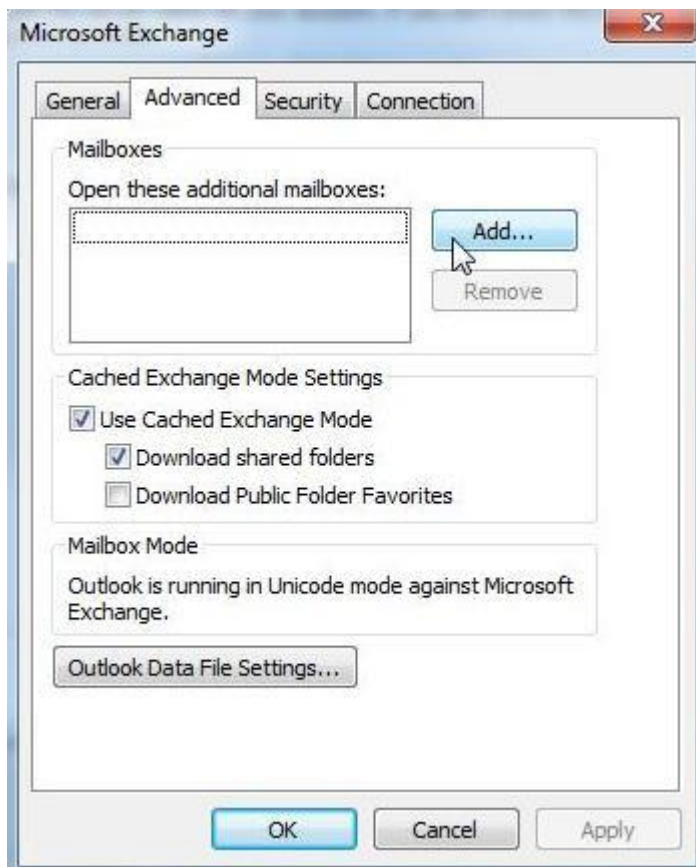
2. Select your default account and click **Change**
The Change Account dialog box will appear



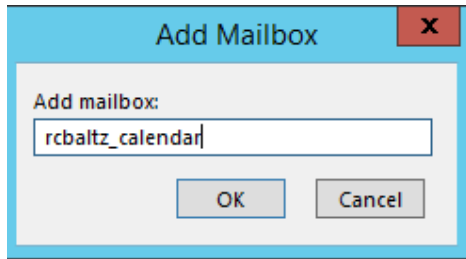
3. Click on **More Settings...**



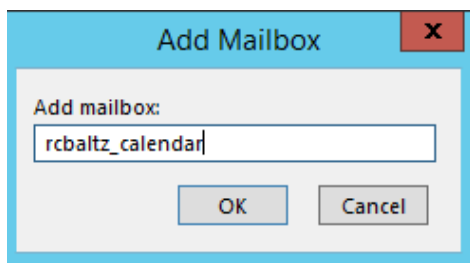
4. Select the **Advanced** tab and then click on **Add**



5. Enter the name of the additional mailbox into the **Add mailbox** field and click on **OK**. The additional mailbox has now been added



6. Enter the name of the additional mailbox (ex: rcbaltz_calendar) into the **Add mailbox** field and click on **OK**. The additional mailbox has now been added.



7. Click on **OK**.

8. Click on **Next**.

9. Click on **Finish**. The additional mailbox has now been added to the Navigation Pane under Folder List setting.