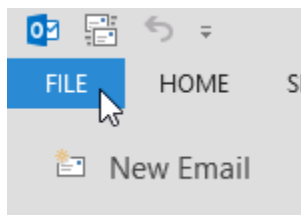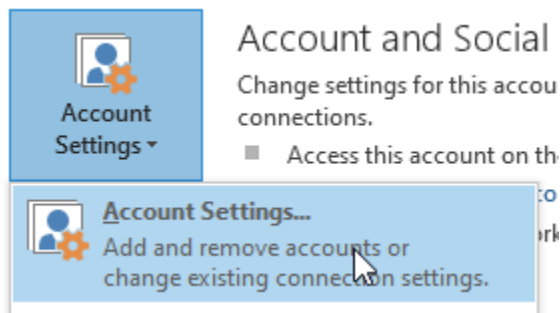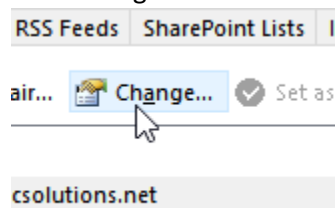# Adding an MCC Mailbox Archive

1. Open Outlook
2. Click on File
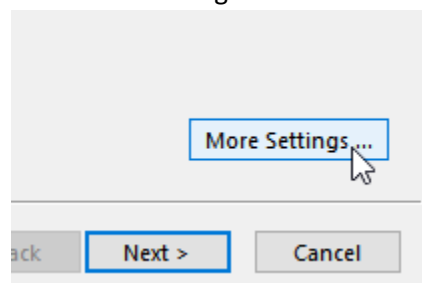


3. Click Account Settings and then Account Settings again
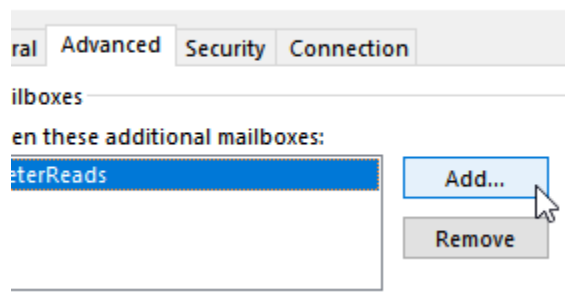


4. Click Change
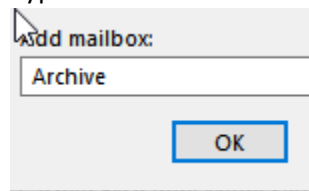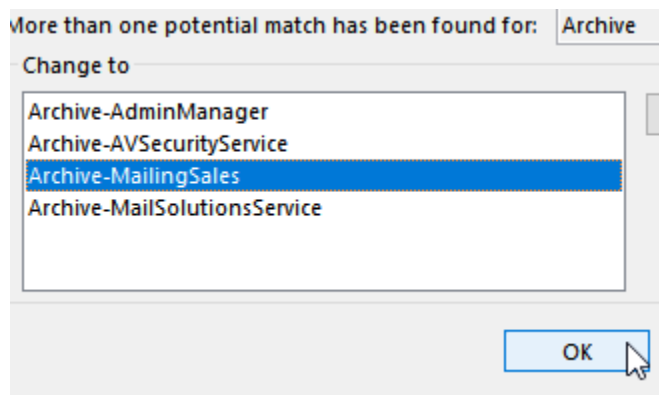


5. Click More Settings



6. Under the Advanced tab, click Add



7. Type the word Archive and click OK



8. Select the archive mailbox you need to add and click OK



9. Click OK, OK, Next, Finish, or close as needed to complete this task. You should soon see the new mailbox appear in your outlook mail view in its own section.