Adding an MCC Mailbox Archive

- 1. Open Outlook
- 2. Click on File



3. Click Account Settings and then Account Settings again

Account Settings •	Account and Social Change settings for this accou connections.
Add and remove accounts or change existing connection settings.	
Click Change RSS Feeds ShareP	oint Lists I

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4.

5. Click More Settings



6. Under the Advanced tab, click Add soft Exchange



7. Type the word Archive and click OK

widd mailbox:		
Archive		
	OK	

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



 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.

