DIGITAL METRO NORTH

Microsoft Outlook -Adding a generic email account

How to add a generic mailbox to your Microsoft Outlook.

- 1. Open Microsoft Outlook.
- 2. Click on the File tab.





5. Click **Done** and the new mailbox will now appear on the left hand side underneath your personal mailbox.

A	e anna a sa faille a shela al
Account	successfully added
E	Exchange MNHHS_DMN_COVID_SUPPORT@health.qld.gov.au
Add anoti	her email address
Email a	address Next
	Advanced options 🐱

Note: If it does not appear immediately you may need to restart Microsoft Outlook.

3. Select Add Account.



4. Type the name of the generic email in the box and click **Connect.**



