DIGITAL METRO NORTH

Quick Reference Guide

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.
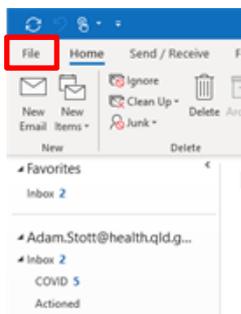
3. Select **Add Account.**
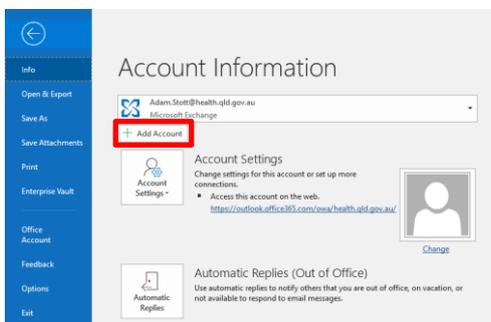
4. Type the name of the generic email in the box and click **Connect.**

5. Click **Done** and the new mailbox will now appear on the left hand side underneath your personal mailbox.
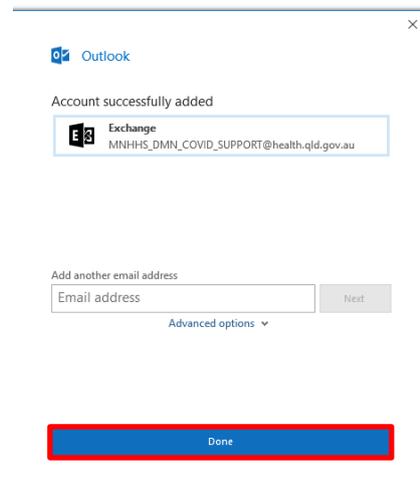
Note: If it does not appear immediately you may need to restart Microsoft Outlook.

Queensland Government