1.  Open Outlook

2. Click on "file", then "Accounts Setting" and “Account Settings” again

3. Select "Change"

4.. Click "More Settings"

5. Click the "Advanced" tab

6. Click "Add"

7. At "Add Mailbox", enter the mailbox name.

8. Click "OK"

9. Click "OK" (at the bottom)

10. Click "Next"

11. Click "Finish"

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