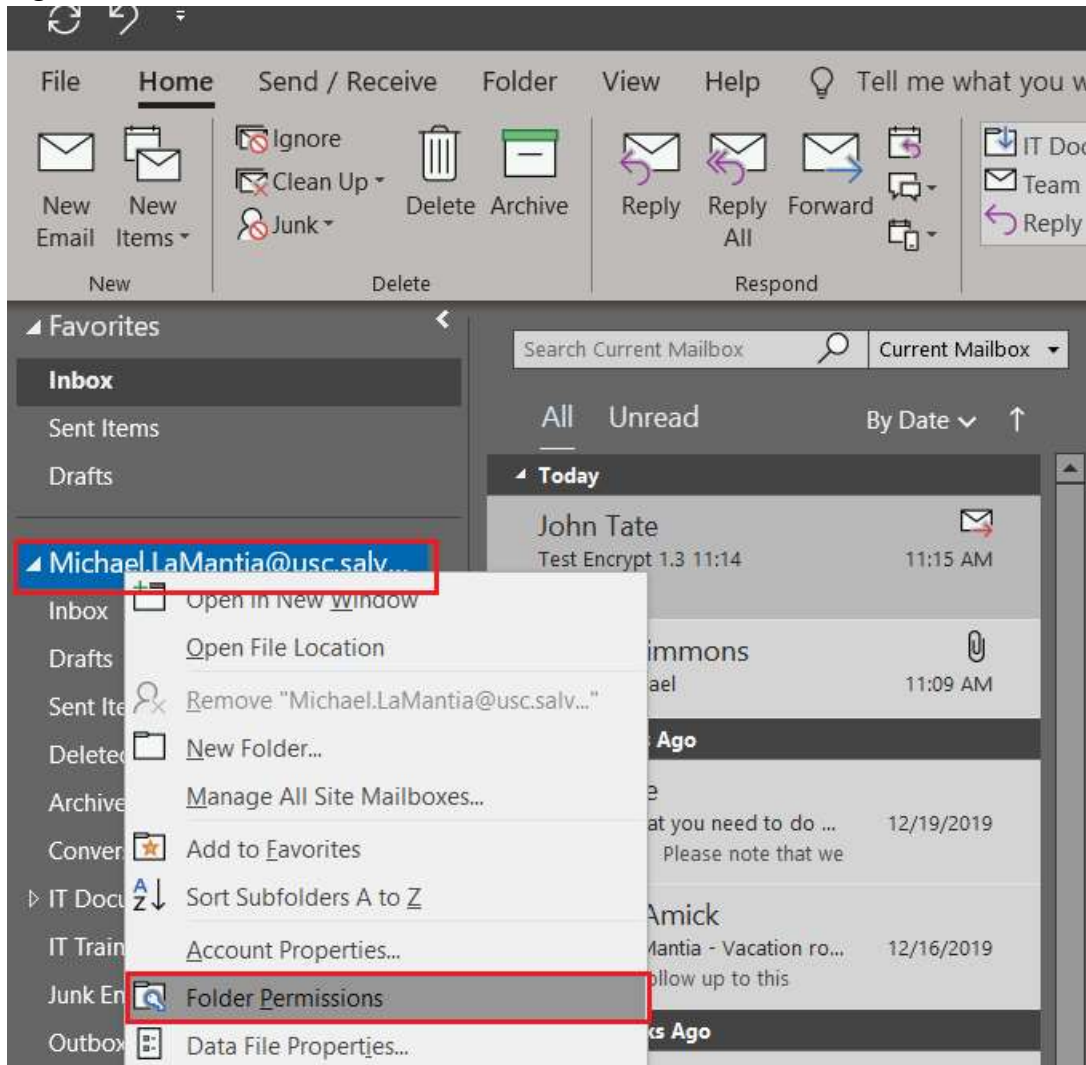


## How to add a user's mail file in Outlook

- 1) Go to Outlook
- 2) Right click on the user's email address and choose **Folder Permissions**



3) Go to General Tab and then click on the **Advanced** Button

Outlook Today - [Michael.LaMantia@usc.salvationarmy.org...]

General Home Page Policy Permissions

Michael.LaMantia@usc.salvationarmy.org

Type: Folder containing Mail and Post Items

Location: Microsoft Outlook

Description:

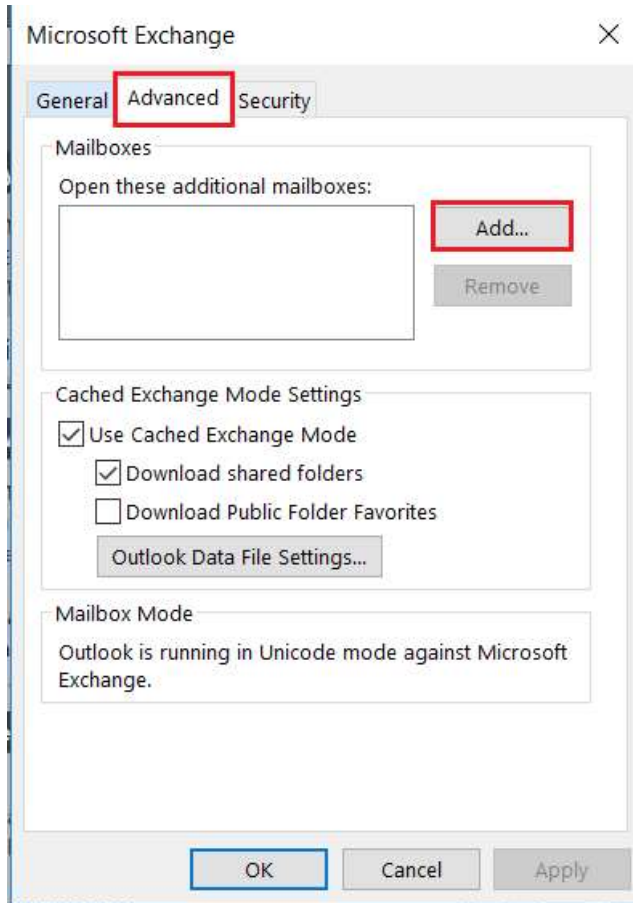
☒ Show number of unread items  
☐ Show total number of items

When posting to this folder, use: IPM.Post

Folder Size... Advanced... Upgrade to Color Categories...

OK Cancel Apply

- 4) In the new text box choose the **Advanced** Tab and click on the **Add button**



- 5) Next type the user's name in the Add Mailbox field then click OK button.
- 6) Once the name has been Entered click on the **Apply** button then the OK button.
- 7) It will take several minutes for the mail file to completely download to the user's Outlook account.