

Maximizing Outlook for Efficiency

During the workshop, someone asked about opening multiple mailboxes when Outlook starts. Here are the instructions from Microsoft:

If you have delegate access permission for other Exchange mailboxes, you can specify which mailboxes to open in Microsoft Outlook.

- 1. On the Tools menu, click E-mail accounts, select View or change existing e-mail accounts, click Next, select the Exchange account, and then click Change.**
- 2. Click More Settings, then click the Advanced tab.**
- 3. Under Mailboxes, click Add, and then select the mailboxes to add.**

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