

Adding The CNRE-Resource PACE Account To Your Windows Outlook Profile

Outlook 2010/2013

1. Click on the “File” tab.
2. Click on the “Account Settings” button.
3. Click on the “Account Settings...” dropdown option.
4. Click on your Microsoft Exchange account from the account list, it should be the one with “Microsoft Exchange” in the “Type” column.
5. Click on the “Change...” button.
6. Click on the “More Settings...” button.
7. Click on the “Advanced” tab.
8. Click on the “Add...” button.
9. Type “cnre-resource” without the quotes in the “Add mailbox:” field and click on the “OK” button.
10. Click on the “OK” button.
11. Click on the “Next >” button.
12. Click on the “Finish” button.
13. Click on the “Close” button.

Outlook 2007

1. Click on the “Tools” top bar menu.
2. Click on the “Account Settings...” submenu.
3. Click on your Microsoft Exchange account from the account list, it should be the one with “Exchange” in the “Type” column.
4. Click on the “Change...” button.
5. Click on the “More Settings...” button.
6. Click on the “Advanced” tab.
7. Click on the “Add...” button.
8. Type “cnre-resource” without the quotes in the “Add mailbox:” field and click on the “OK” button.
9. Click on the “OK” button.
10. Click on the “Next >” button.
11. Click on the “Finish” button.
12. Click on the “Close” button.