# Add Multiple Exchange Accounts in the same Outlook 2010 profile

To create and use a dedicated in-box for emailed submissions, follow these instructions:

1. Submit an iStore request for a new email account. Each government office should have one or more individuals designated for iStore orders; if unsure who this is, refer to the applicable ministry contact at https://ssbc-client.gov.bc.ca/order/preparercontact.pdf.

2. Add the new mailbox as an additional mailbox (this differs from a second account). To do this, follow these steps:
   a. In Outlook 2010 on the **File** menu, click **Info**.
   b. Click **Account Settings,** and then click **Account Settings**.
   c. Select your usual account from the list provided and then click **Change**.
   d. In the **Change Account** dialog box, click **More Settings**.
   e. On the **Advanced** tab, click **Add**.
   f. Enter the name of the mailbox, and then click **OK**.

   After you make this change, the additional mailbox is listed on the **Advanced** tab in the **Microsoft Exchange** dialog box.

Reference: https://support.microsoft.com/en-us/kb/981245
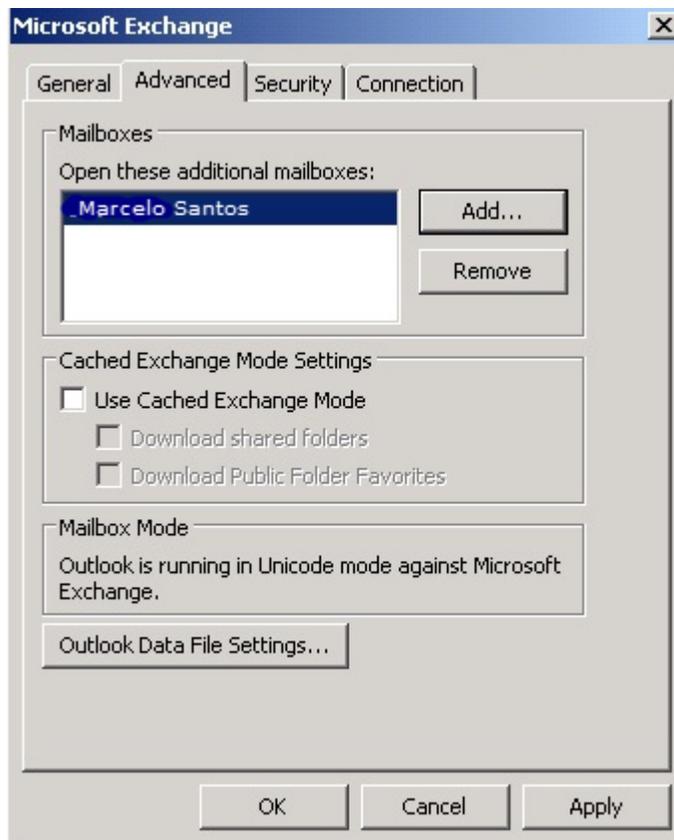
g. In the **Microsoft Exchange** dialog box (pictured above), click **OK**.
h. In the **Change Account** dialog box, click **Next**.
i.   Click **Finish**, and then click **Close**.

In this configuration, you can access any folders in the second mailbox for which you have permissions.

3. Once the account is set up, only the primary individual named will have access to this account. To give access to others to the account, the primary account holder needs to follow these steps:
    a. Go to the mailbox that will be shared.
    b. Click on the **File** menu, click **Info**.
    c. Click **Account Settings,** and then click **Delegate Access**.
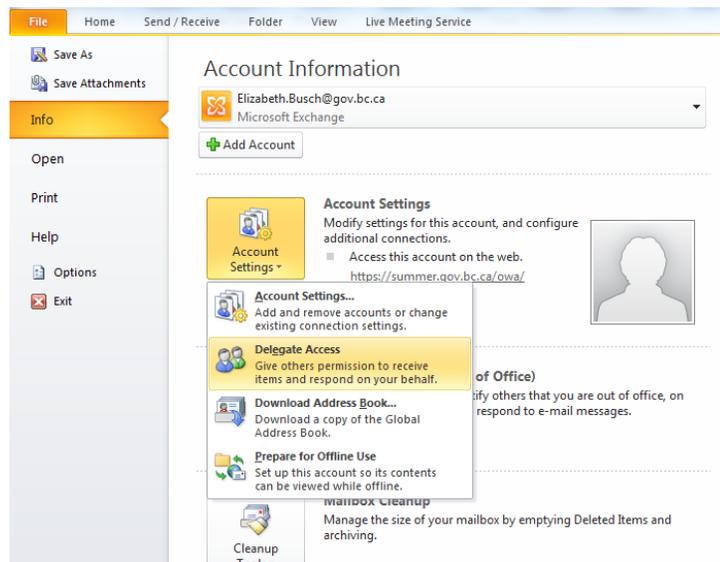
d. Click **Add**.
e. Select the individual(s) who are being granted access from the Global Address List.

Once others have been granted access, they can add the mailbox by following the steps described in item #2 above.

Reference: https://support.microsoft.com/en-us/kb/981245