

Adding a Service Account to Outlook

1. Open up your email
2. Go to File
3. Click on the account settings icon
4. Click on account settings in the menu that pops up
5. Click on the data file tab
6. Make sure that your mailbox is selected (i.e. the one that says Diana.sulas@dhhs.nc.gov)
7. Click on settings button in the toolbar
8. Click the Advanced Tab
9. Click on the word Add
10. Enter SVC_DHHS.Xray.Service@dhhs.nc.gov (or whatever you named your account)
11. Click ok

Repeat steps 9-11 if you have additional service accounts to add. When you are done, all of the service accounts should be listed in the box.

12. Click Apply
13. Click ok
14. Click Close

At this time, the service account should be added to your Outlook. It will take a few minutes for Outlook to update the emails for the service account