Adding an Auxiliary Email Box to your Profile

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For help with any of the instructions below please contact the AIMS Help Desk at 265-6900 or email help@aims.wisc.edu
Adding an Auxiliary Email Box to your Profile

1. If Outlook is open, exit the program.

2. Click **Start** then **Control Panel**. Double click **Mail** as displayed in Figure 1.

3. Click **E-mail Accounts**... as shown in Figure 2.
4. Under the **E-mail** tab, click **New…** as shown in **Figure 3**.

5. In the **Add New Account** window, click to select **Email Account** under **Choose Service** and click **Next**.
6. Select **Manually configure server settings or additional server types** and click **Next** as shown in **Figure 4**.

![Figure 4](image1.png)

7. Select **Microsoft Exchange or compatible service** then click **Next** as shown in **Figure 5**.

![Figure 5](image2.png)
8. In the Server field, type the following server name for the account:

    mail.aims.wisc.edu

Note: Make sure the box labeled Use Cached Exchange Mode is checked.

In the User Name field, enter the name of the mailbox (e.g., Test Mailbox) provided to you by an AIMS tech support specialist. Click Check Name then choose the appropriate option. Click OK as shown in Figure 6.

![Figure 6](image)

9. Click Next as shown in Figure 7.
10. Select **Finish** as shown **Figure 8**.