

## E-Mail - Outlook - Integrating a distributed mailbox

22.05.2026 01:51:40

FAQ-Artikel-Ausdruck

<b>Kategorie:</b>	Kommunikation & Kollaboration::E-Mail	<b>Bewertungen:</b>	0
<b>Status:</b>	öffentlich (Alle)	<b>Ergebnis:</b>	0.00 %
<b>Sprache:</b>	en	<b>Letzte Aktualisierung:</b>	07:43:11 - 21.05.2026

### Schlüsselwörter

E-Mail Einrichtung Exchange Outlook Verteiltes-Postfach

### Lösung (öffentlich)

-

In the "File" menu, select the "Account Settings" tile, then choose "Account Settings..." from the menu.

Screenshot MS Outlook: Opening account settings

-

Select the account setup entry for the authorized user, click "Change...", and then click "More Settings".

Screenshot MS Outlook: More settings

-

Now click "Add..." in the "Advanced" tab.

Screenshot MS Outlook: Adding an additional mailbox

-

Enter the login, name, or e-mail address of the distributed mailbox, select the desired entry, and then confirm by clicking "OK". Complete the process by clicking "Next".

-

Restart Outlook.

Note: It takes some time for the distributed mailbox to synchronize before it can be opened and used to its full extent.