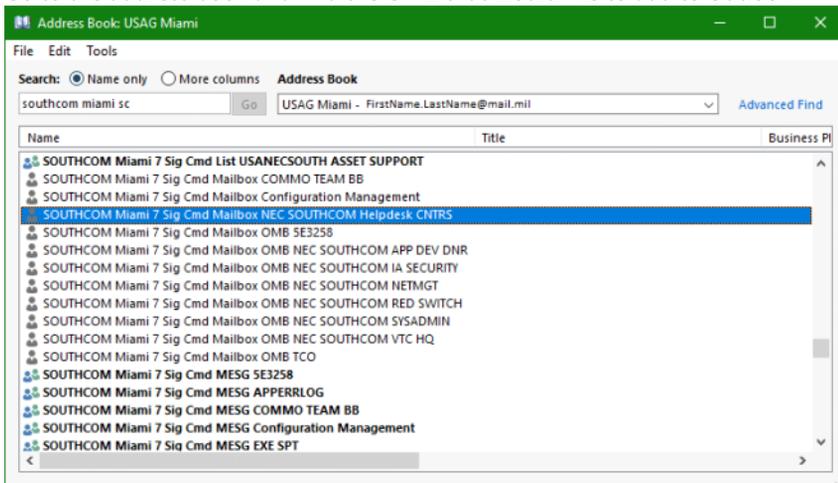


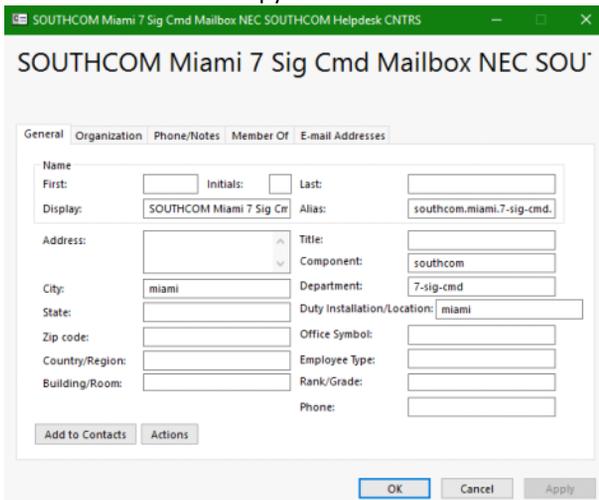
Add OMB to Mailbox

Friday, March 20, 2020 2:16 PM

1. Go to the address book and find the OMB that would like to add to Outlook

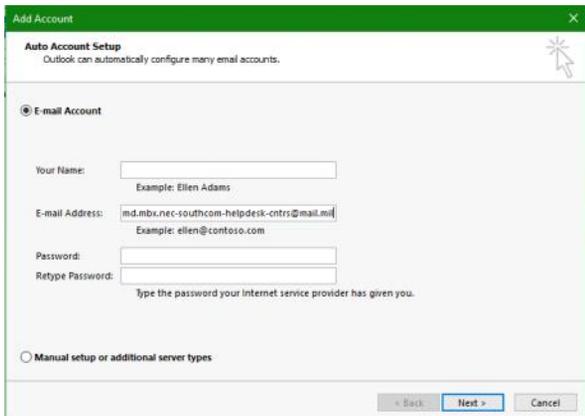


2. Double click on it and copy the Alias



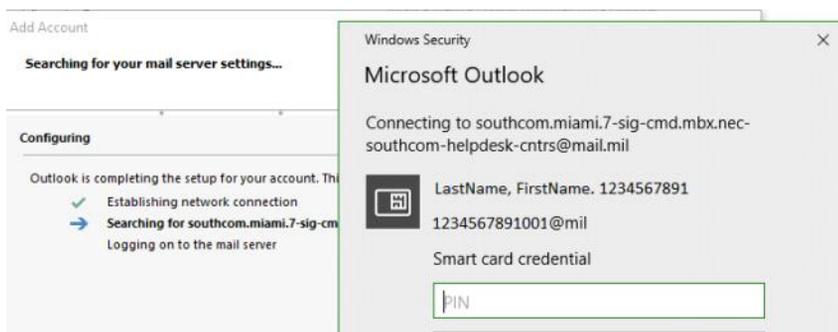
*Member of" tab is NOT the way to check ownership/membership

1. Go to File> Account settings> Account settings> under EMAIL tab select New
2. Paste alias under "Email Address" and add at the end:
NIPR: @mail.mil
SIPR: @mail.smil.mil

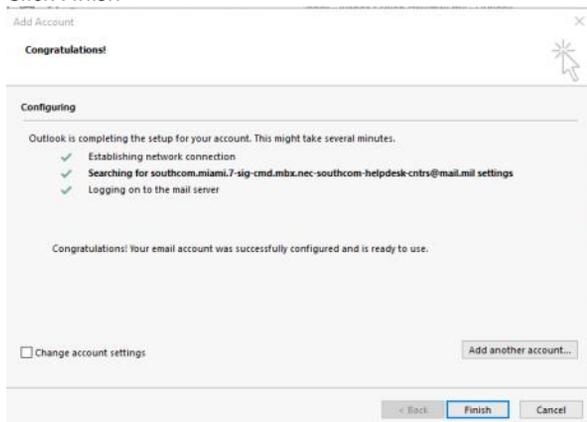


3. Click Next.

4. User will get prompted to enter pin, just like setting up outlook for the first time but it will say connecting to the OMB that the user needs.



5. Click Finish



6. Restart Outlook
7. Now user will get prompted twice for pin. Once for their Mailbox and the other one for OMB.
8. Should appear on the left side as a separate Inbox