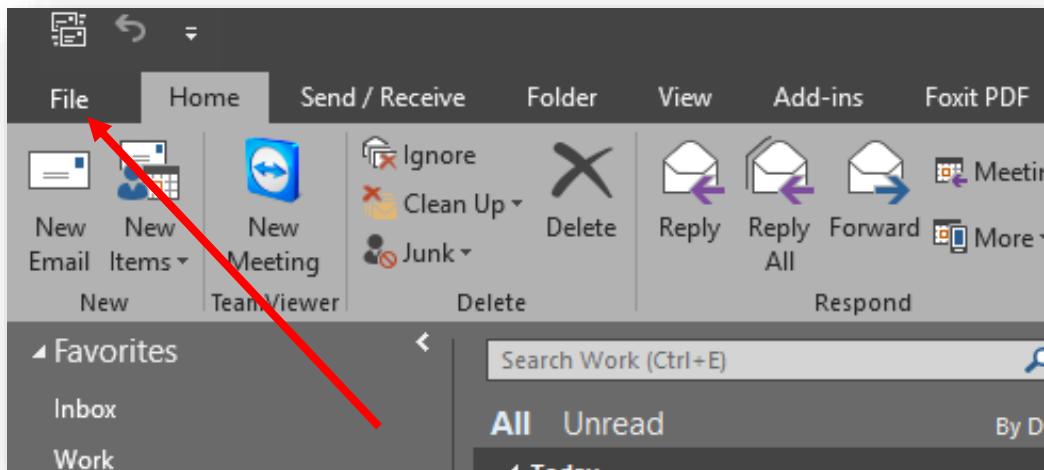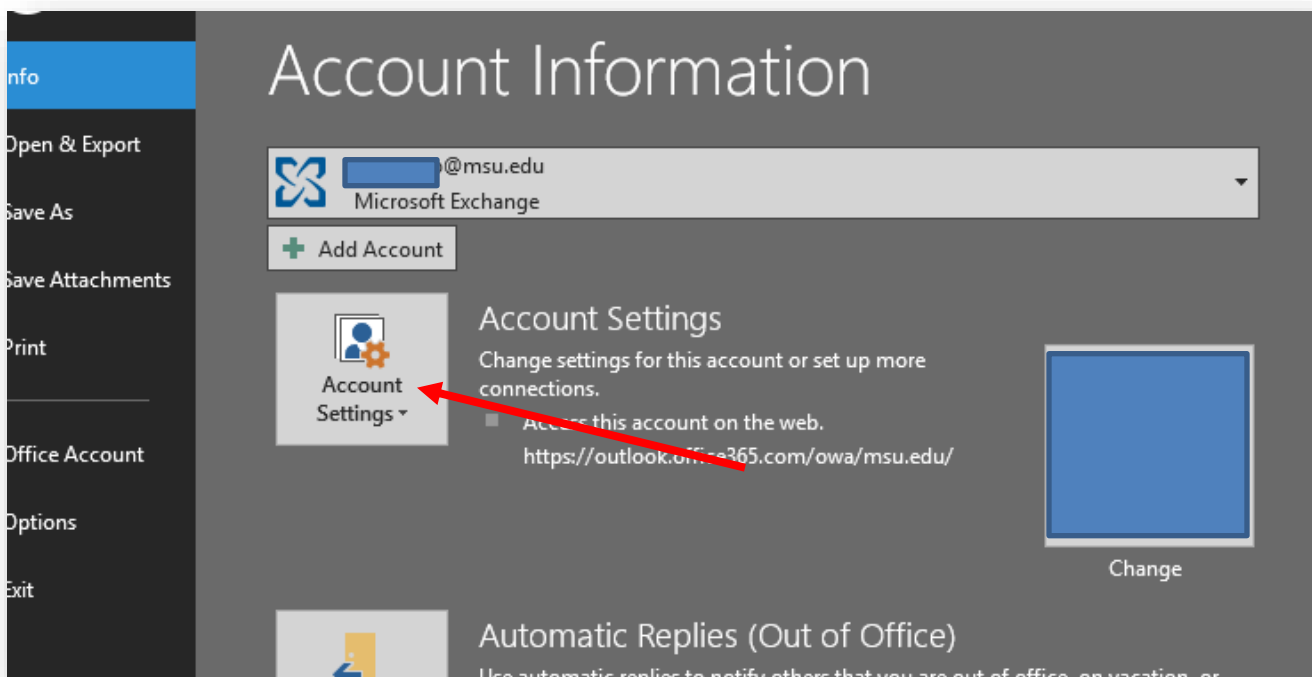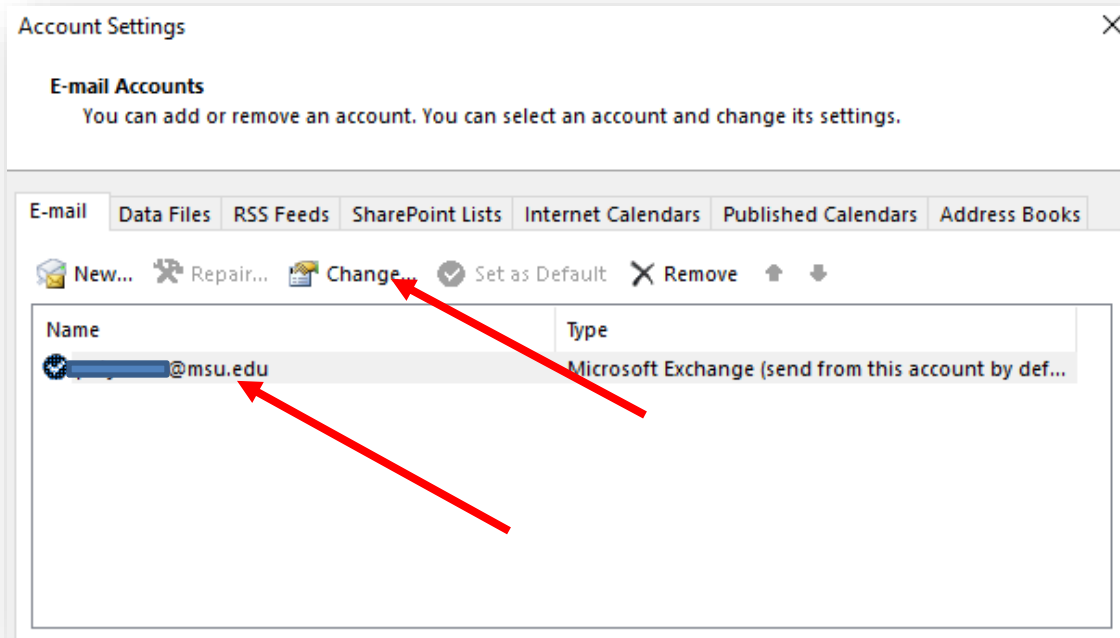# How to add the PDC Project E-mails in Outlook 2016

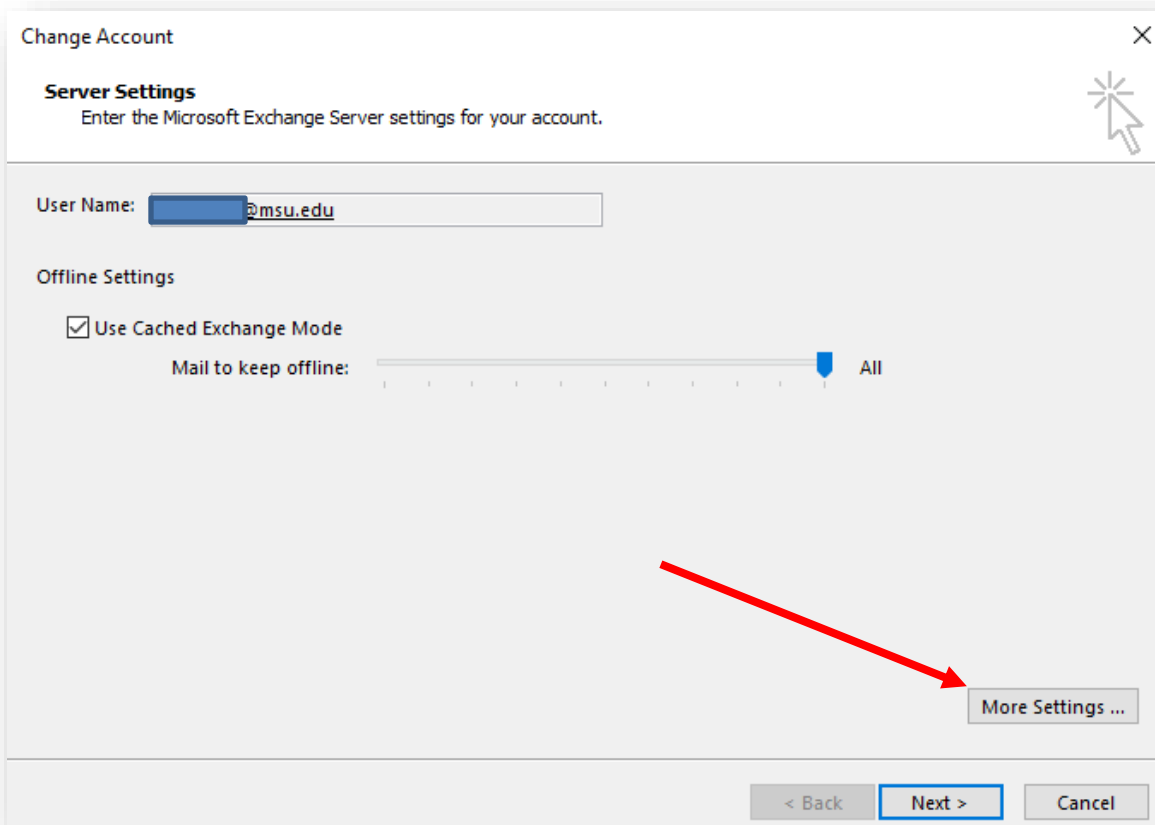1) Go to the upper left in Outlook and press 'File'

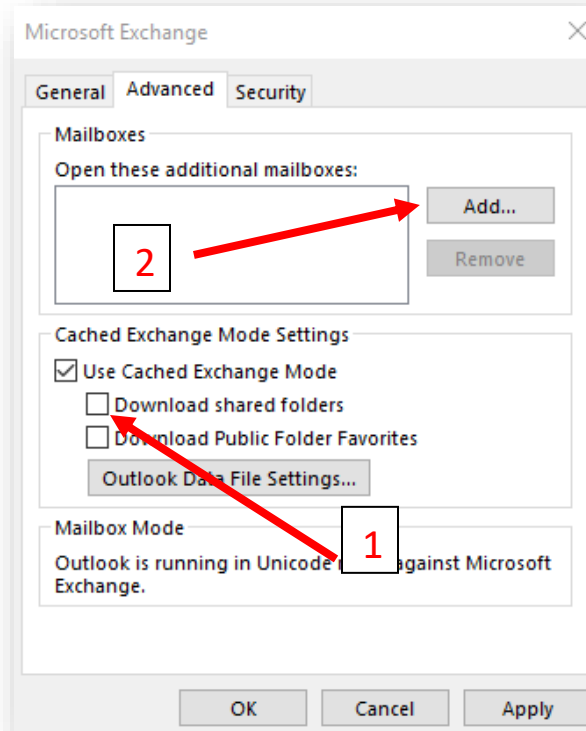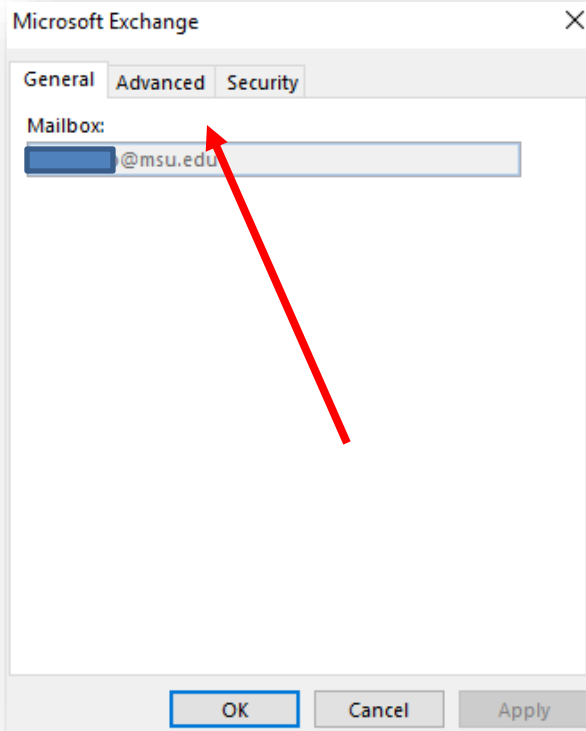2) Select 'Account Settings' and from the drop down, select 'Account Settings' again
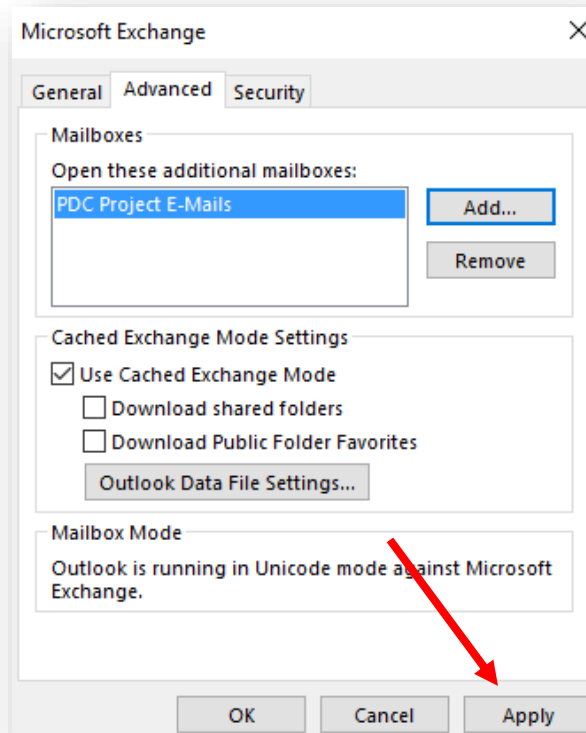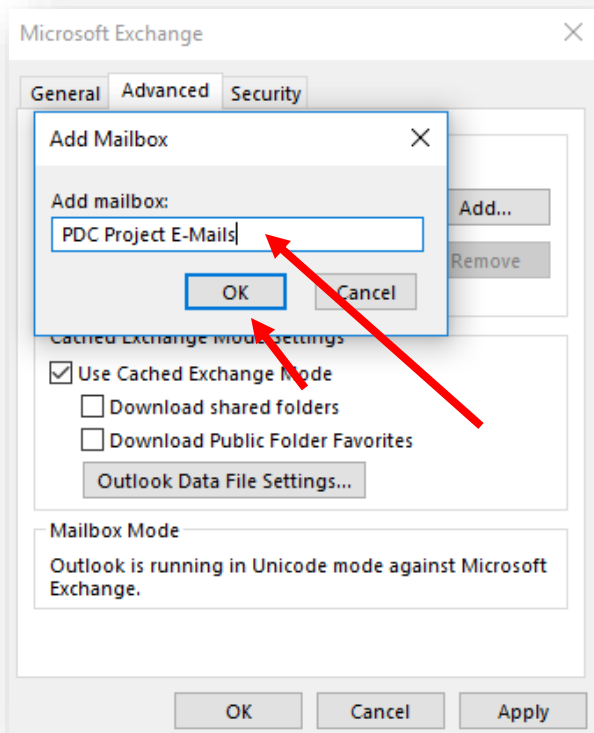
3) Select your email address then press 'Change'

4) Select 'More Settings …'

5) Go to Advanced, first uncheck the 'Download shared folders', then select 'Add…'

6) Type in 'PDC Project E-Mails', select 'OK' and then Apply on the bottom right.

7) The Project emails should show on your emails on your left bar all the way on the bottom. Expand the folder and click 'PDC Project E-mails' and the folders should be in there.