

1. Access the Exchange Admin Center (EAC) and navigate to the Mailbox Settings page.



2. Select the Exchange mailbox for which you want to add the information.



3. Add the appropriate information to the mailbox.

- a. If the mailbox is new to you, the check box can be checked and all the other fields will be blank.
- b. The "Add Information" button will appear in the mailbox settings.
- c. Clicking the "Add Information" button will add the information to the mailbox settings.

- a. Check the

- a. All the information will now be in the Exchange Admin Center (EAC).
- b. The mailbox will be updated.

- a. Check the

Exchange Admin Center

Mailbox	Info	Info	Info	Info	Info	Info	Info	Info	Info
Mailbox	Info	Info	Info	Info	Info	Info	Info	Info	Info

The mailbox will have a status indicator   