

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.

4. Check the information.

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

5. Check the information.

Exchange Admin Center

Mailbox	Info	Mail	Calendar	Tasks	Contacts	Notes	Journal	Retention	Mailbox
Exchange Admin Center	Info	Mail	Calendar	Tasks	Contacts	Notes	Journal	Retention	Mailbox

The mailbox will have a status indicator   