

# Outlook

## Accessing a Maildrop without having an Exchange Account

### Introduction

A maildrop is a group mailbox assigned to a department or organization within the University. Maildrops allow an owner to send mail messages from the maildrop's email address rather than from their own email address. Maildrops are meant for faculty, staff and student employees. Students can access a maildrop without having an Exchange address to Outlook on their PC.

## Accessing a Maildrop without having an Exchange Account

Ensure Outlook is not open and follow these steps:

1. Click on **Search**  in the Taskbar.
2. In the search box, type **Control Panel** and press **Enter**.

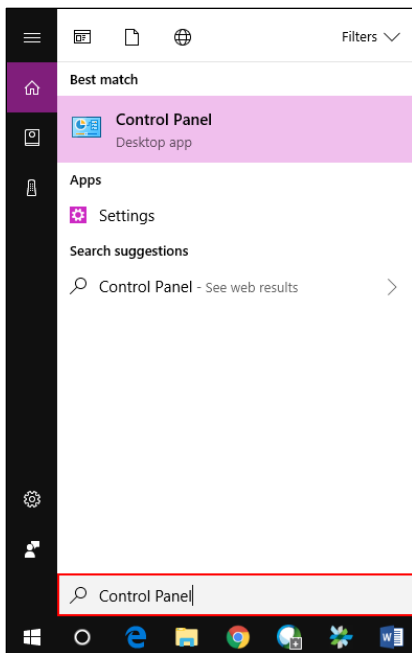


Figure 1

3. Type **Mail** in the search box and click on **Mail** from the control panel.

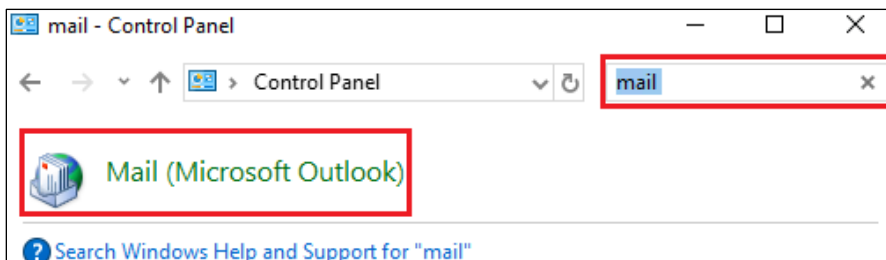


Figure 2

## Outlook: Accessing a Maildrop without having an Exchange Address

4. If this screen appears, click **Show Profiles**.

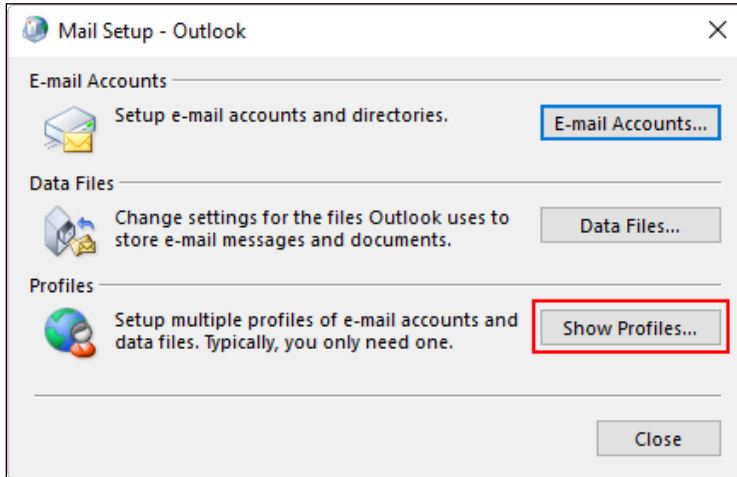


Figure 3

5. Click **Add**.

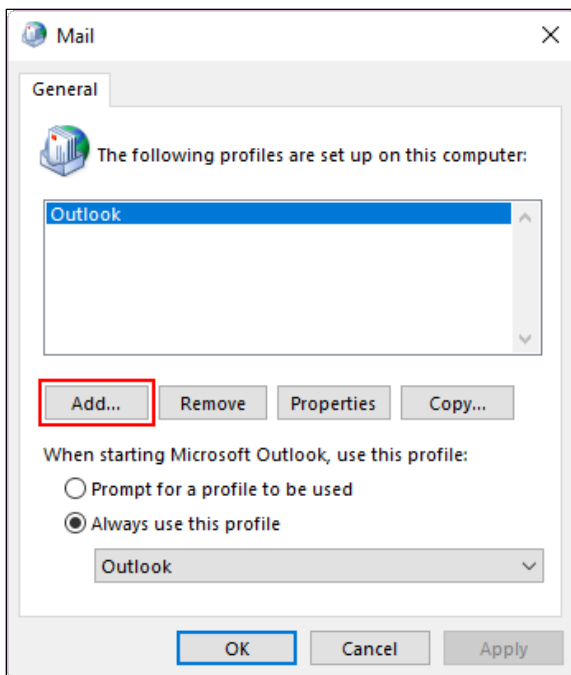


Figure 4

6. For the **Profile Name**, enter the name of the maildrop and click **OK**.

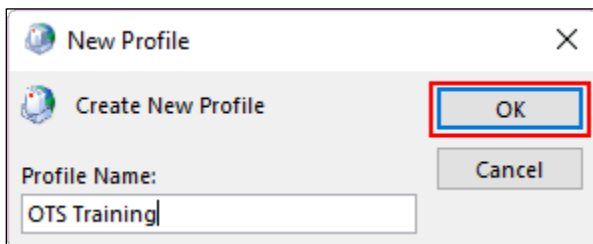
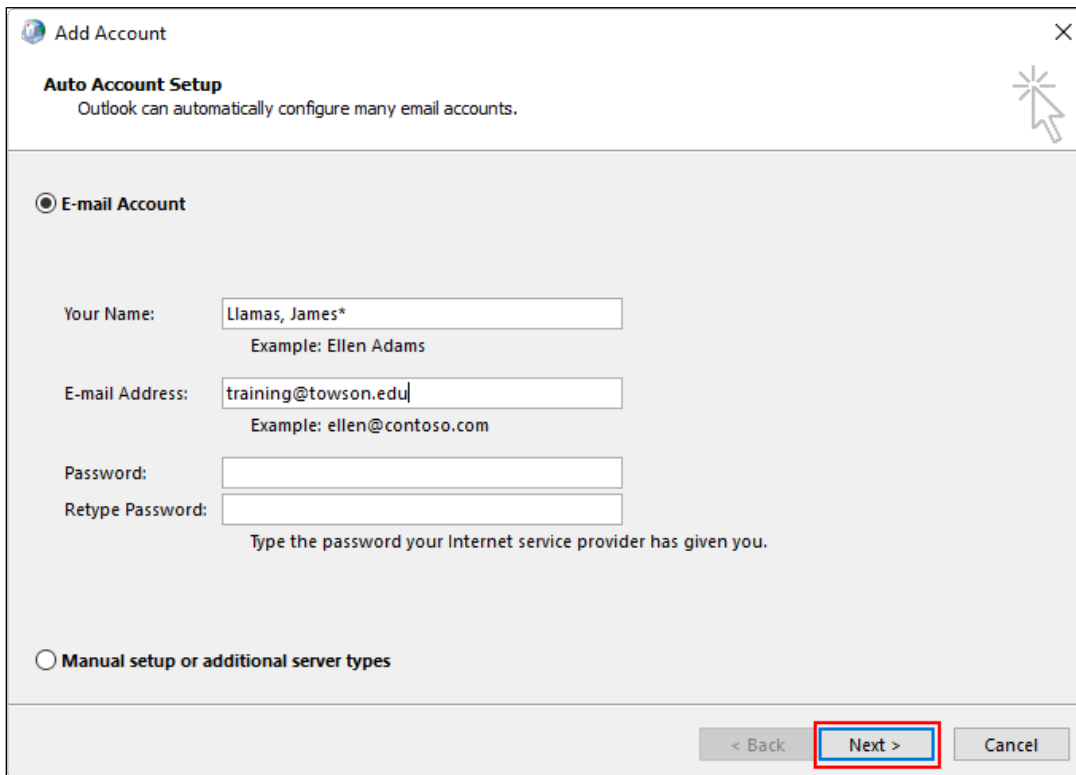


Figure 5

## Outlook: Accessing a Maildrop without having an Exchange Address

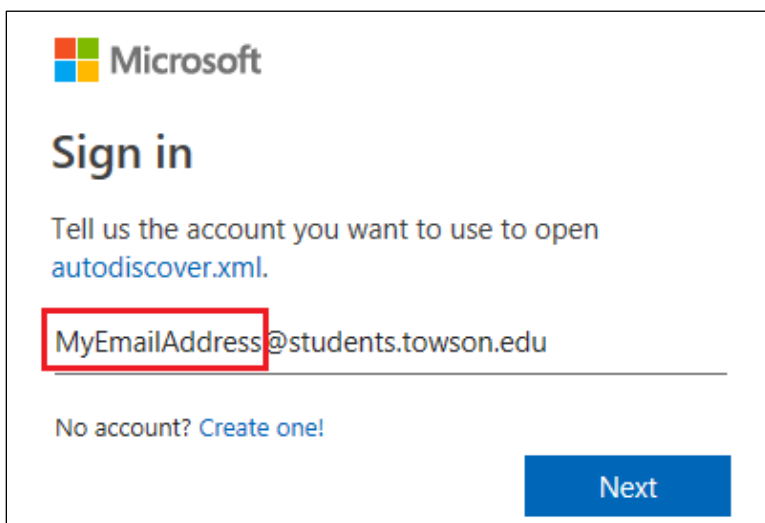
7. The **Add Account** window will appear. With the **E-mail Account** radio button selected, change the email address from your personal address to the primary email address of the maildrop ([maildropaddress@towson.edu](mailto:maildropaddress@towson.edu)).
8. Leave the password fields blank and click **Next**. Outlook will attempt to discover the configuration. This could take a few minutes.



The screenshot shows the 'Add Account' dialog box in Outlook. At the top, it says 'Auto Account Setup' and 'Outlook can automatically configure many email accounts.' Below this, the 'E-mail Account' option is selected with a radio button. The 'Your Name' field is filled with 'Llamas, James\*' and has an example 'Example: Ellen Adams'. The 'E-mail Address' field is filled with 'training@towson.edu' and has an example 'Example: ellen@contoso.com'. There are two empty password fields labeled 'Password:' and 'Retype Password:', with a note below them: 'Type the password your Internet service provider has given you.' At the bottom, the 'Manual setup or additional server types' option is unselected. The 'Next >' button is highlighted with a red box, while the '< Back' and 'Cancel' buttons are disabled.

Figure 6

9. You will be prompted for authentication. Remove the maildrop address from the prompt and enter your Towson University Email Address and click **Next**. Then, be sure to sign in with your **Work or school account**, if prompted.



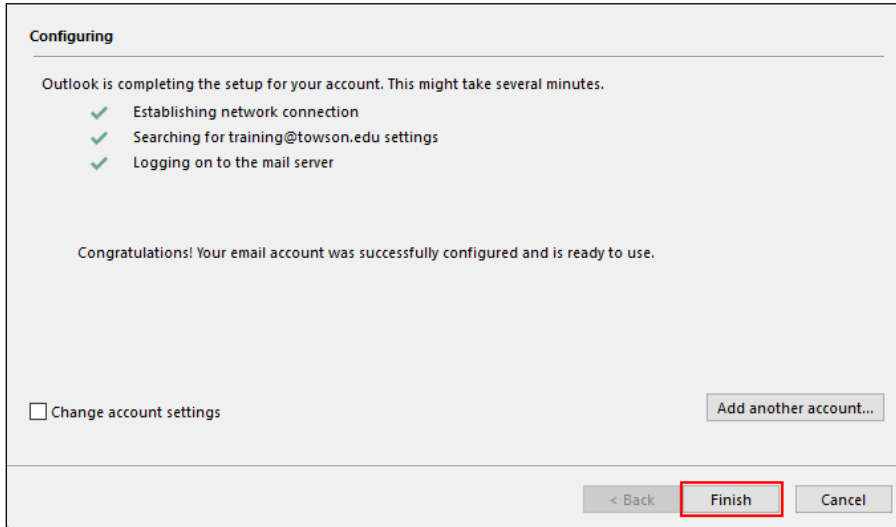
The screenshot shows a Microsoft 'Sign in' prompt. It features the Microsoft logo at the top left. The main text says 'Sign in' and 'Tell us the account you want to use to open autodiscover.xml.' Below this, there is a text input field containing 'MyEmailAddress@students.towson.edu', which is highlighted with a red box. At the bottom left, there is a link 'No account? Create one!'. At the bottom right, there is a blue button labeled 'Next'.

Figure 7

## Outlook: Accessing a Maildrop without having an Exchange Address

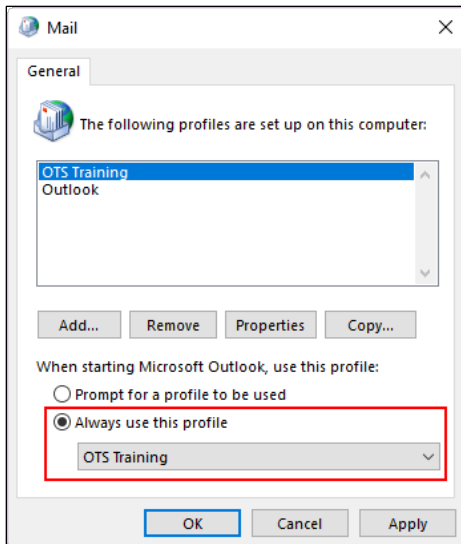
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10. The profile should now be configured. Click **Finish**.



**Figure 8**

11. Back in the **Mail** window, select the profile you just created in the **Always use this profile** drop-down menu.



**Figure 9**

12. Launch Outlook, and select the newly created profile from the drop-down list and click **OK**.

13. When done, you can close Outlook, then reopen it a moment later, and choose your own mailbox's profile (which may be called "%username%" or "Outlook" or "default").

## Accessing your Maildrop from a Web Browser

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You can access your maildrop outside of the Outlook app through your web browser.

1. Open your preferred web browser.
2. In the address bar, type outlook.office.com/mail/maildropaddress@towson.edu/inbox (substituting *maildropaddress* for your maildrop address).
3. Enter your **NetID** and **Password**.
4. Click **Sign in**.