

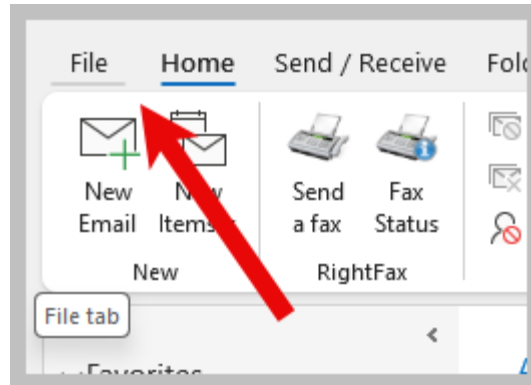
Adding UKHC SCM Shared Email Inbox

Role: Staff

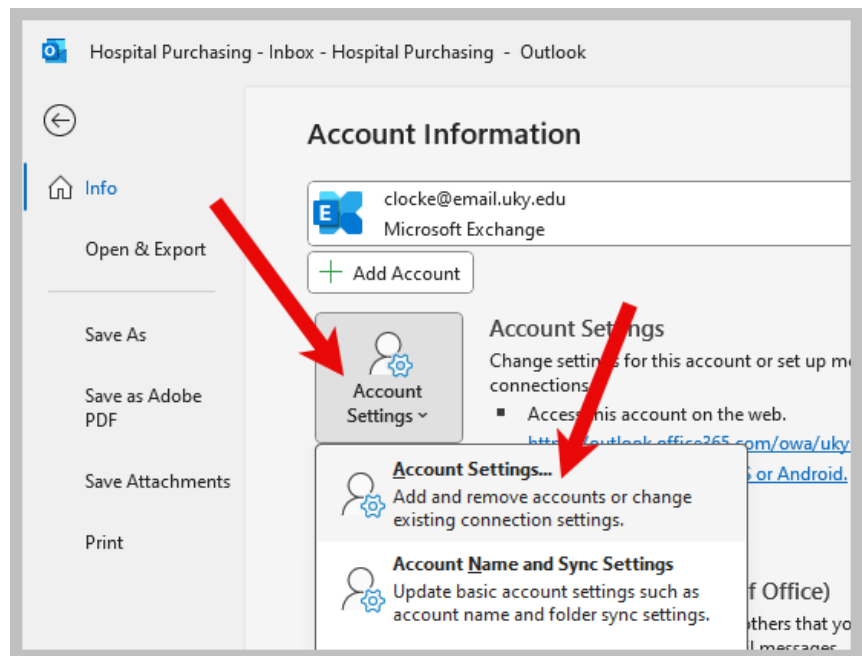
Frequency: As Needed

Steps

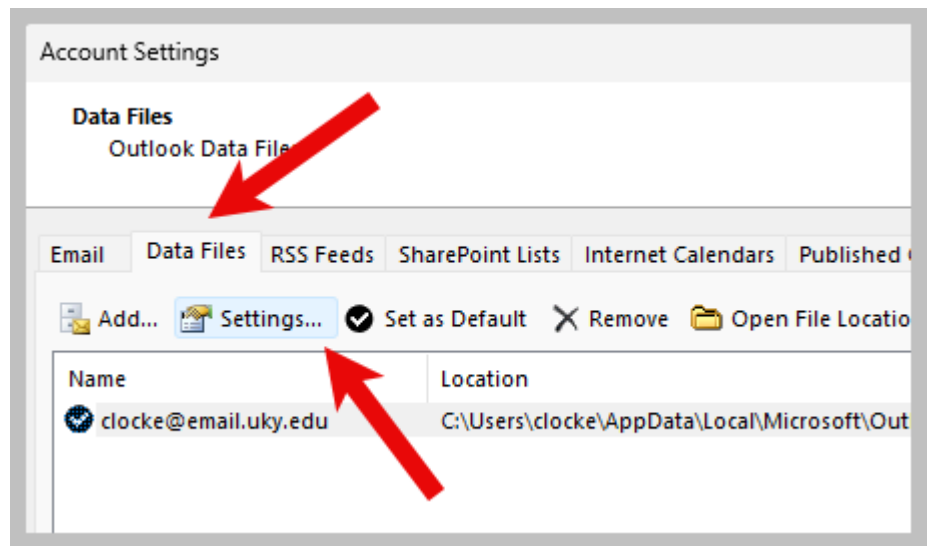
- 1) Within Outlook, click the File tab:



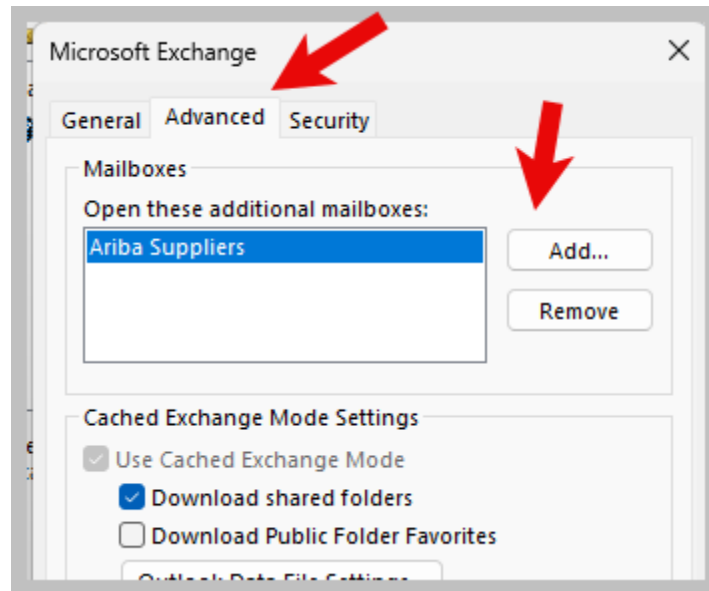
- 2) Select Account Settings:



- 3) Click Data File and then Settings:

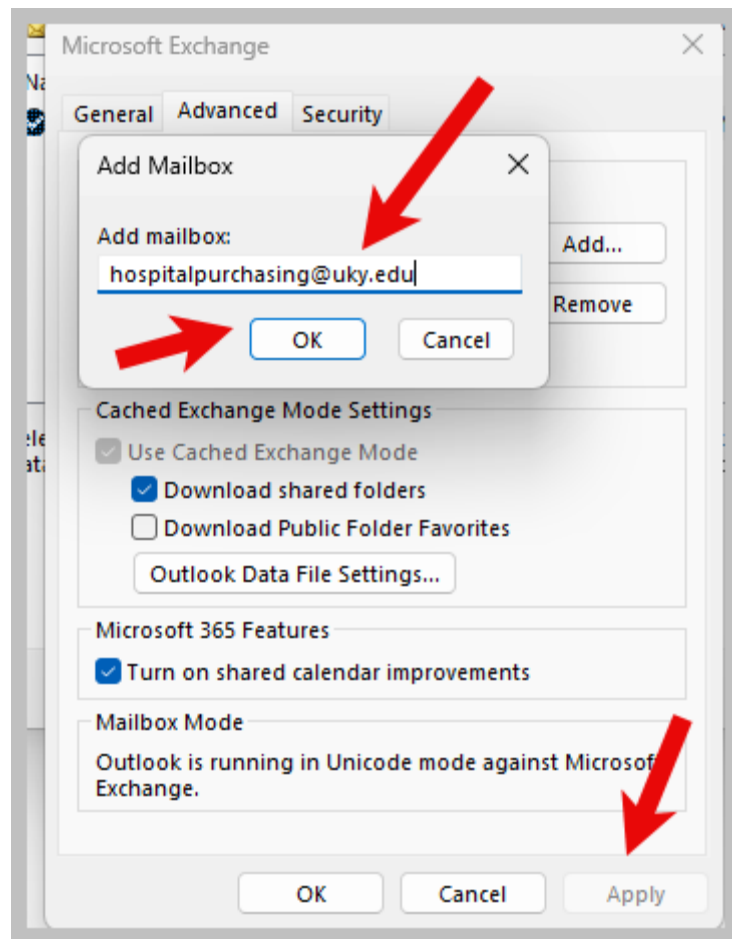


- 4) Select Advanced tab and click Add:

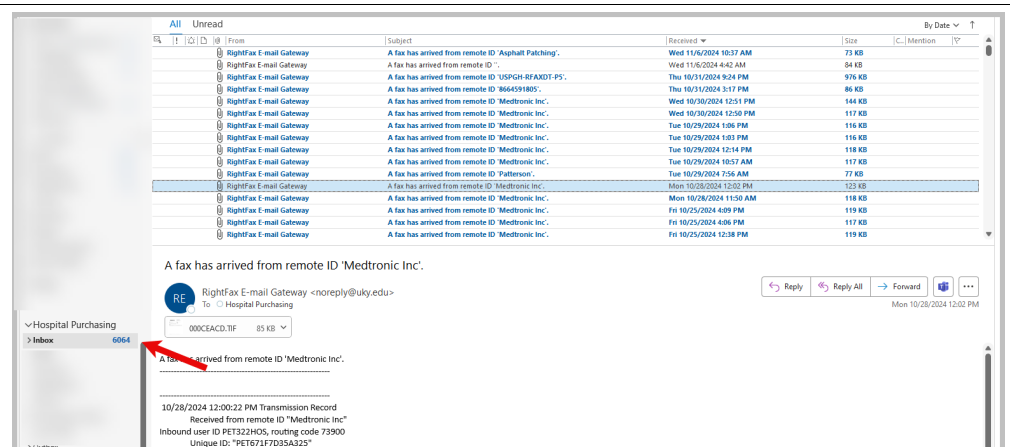


- 5) Type hospitalpurchasing@uky.edu into the mailbox add cell and click OK.

Then click Apply and close.



- 6) The Hospital purchasing inbox should show on your left navigation panel. Let us know if question or you have issues.



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