INSTRUCTIONS FOR CREATING A SHORTCUT TO ANOTHER MAIL ACCOUNT

1. From the main menu bar in the Inbox view, select **More** and then **Preferences**.
2. From the left hand navigator in the Preferences view, expand **Delegation** and then select **Shortcuts**.
3. End of long bar select dropdown arrow
4. In "Search in" **BAHAMASGOV's Address Book**
5. In "Search for" **FINA** select search
6. Select the desired email account "**CONOMICRECOVERY FINA/FINA/BAHAMASGOV**"
7. Select **Add**
8. Select **OK**
9. Once the shortcut has been added, select **Save and Close**. You should be back in your email
10. From the left navigator select **Other Mail**
11. Select the Shortcut created.

*In order to add the shortcut to the **Other Mail** shortcuts in the main mail navigator.*