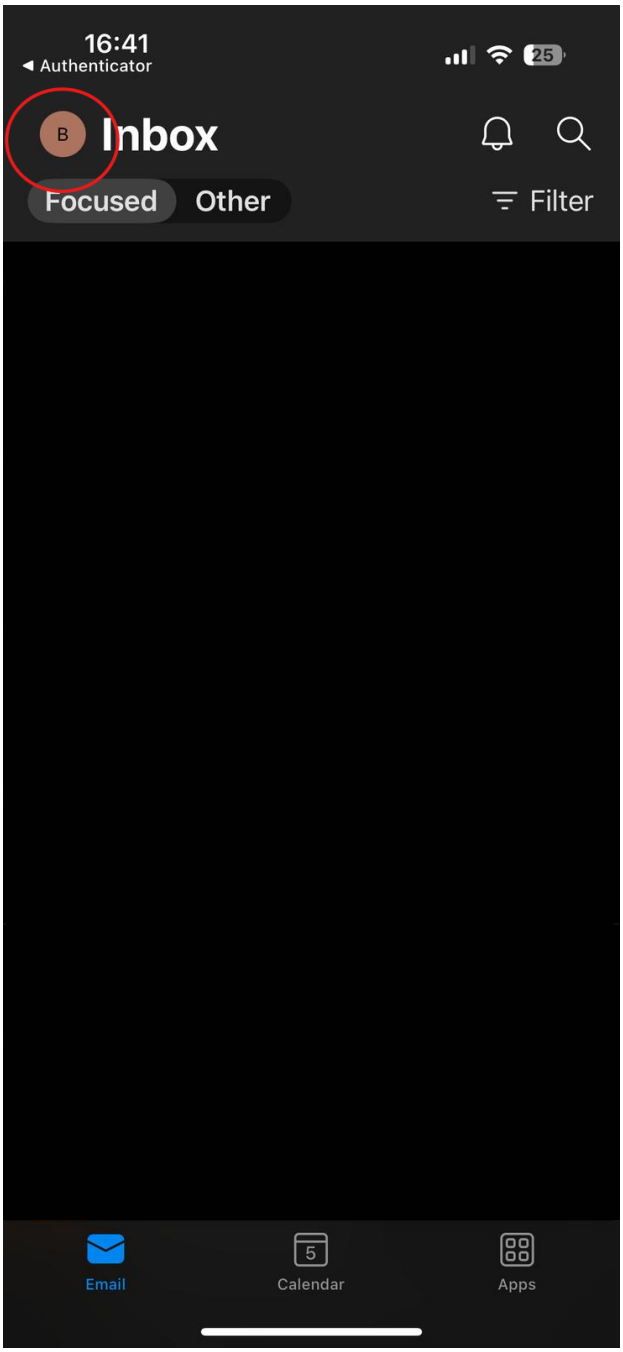
Outlook: Adding a new Mailbox (iPhone)

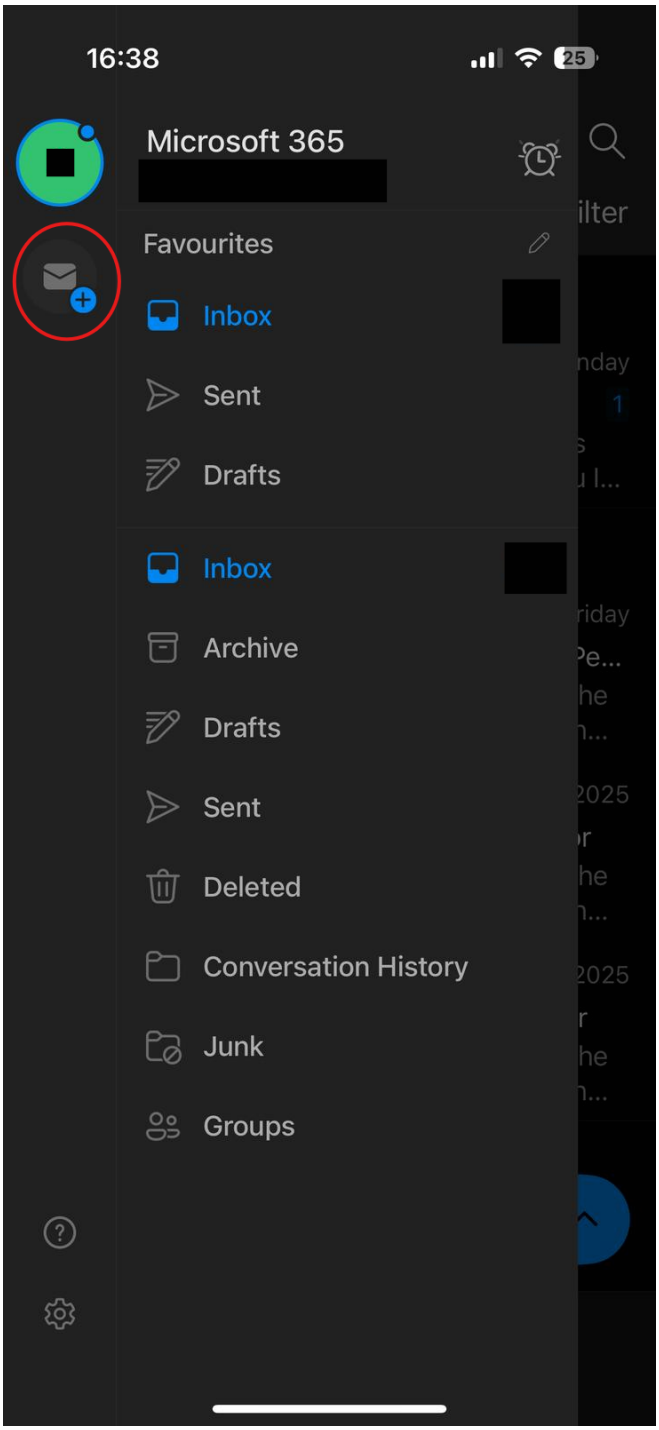
1. Open Outlook App

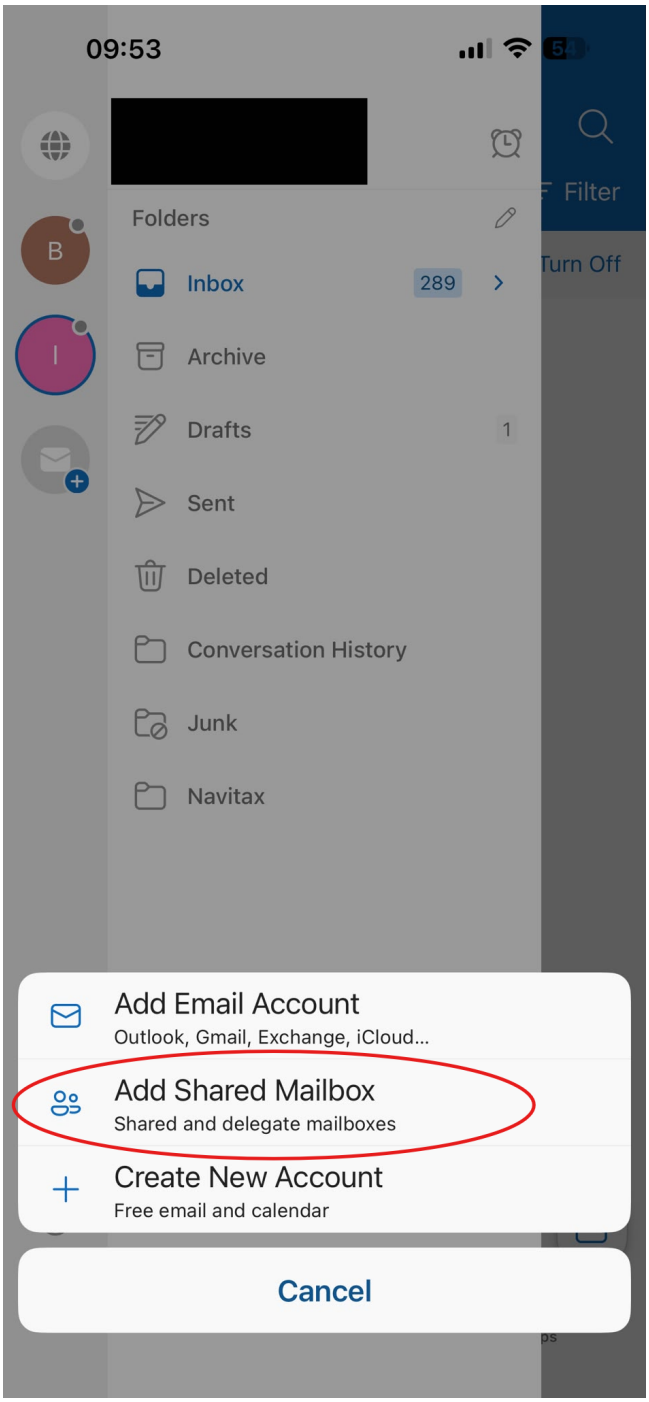
On your iPhone open the outlook app. Click your profile icon top left of the screen.



2. Add New Email Account

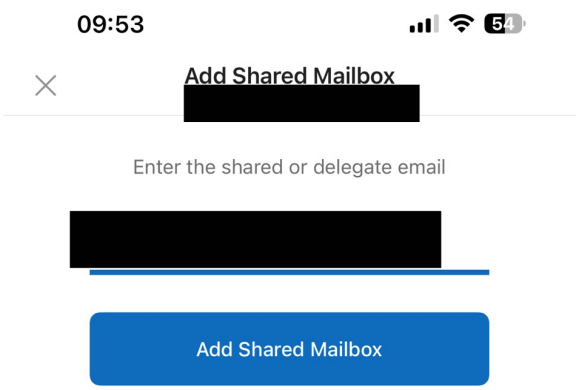
As highlighted below, click the add email button. Then click add new shared mailbox.

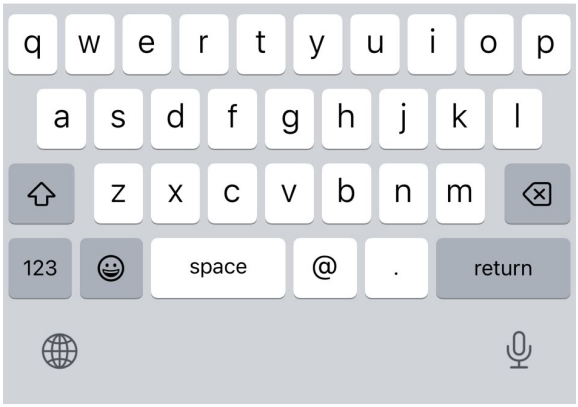

16:38
Microsoft 365
[redacted]
Favourites
Inbox
[redacted]
Sent
Drafts
Inbox
[redacted]
Archive
Drafts
Sent
Deleted
Conversation History
Junk
Groups



3. Login in

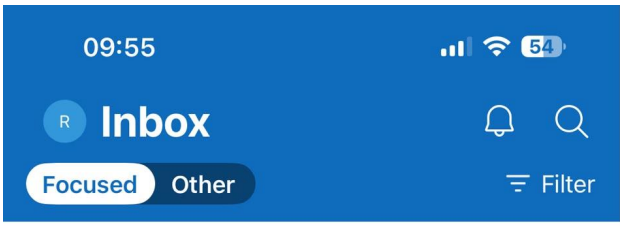
Enter in the email address of the shared mailbox.





4. Open the added Shared Mailbox

You will need to navigate to the mailbox. click on your profile icon to open the main menu then choose the mailbox which you just added.





Nothing Left to Read

Enjoy your empty inbox.





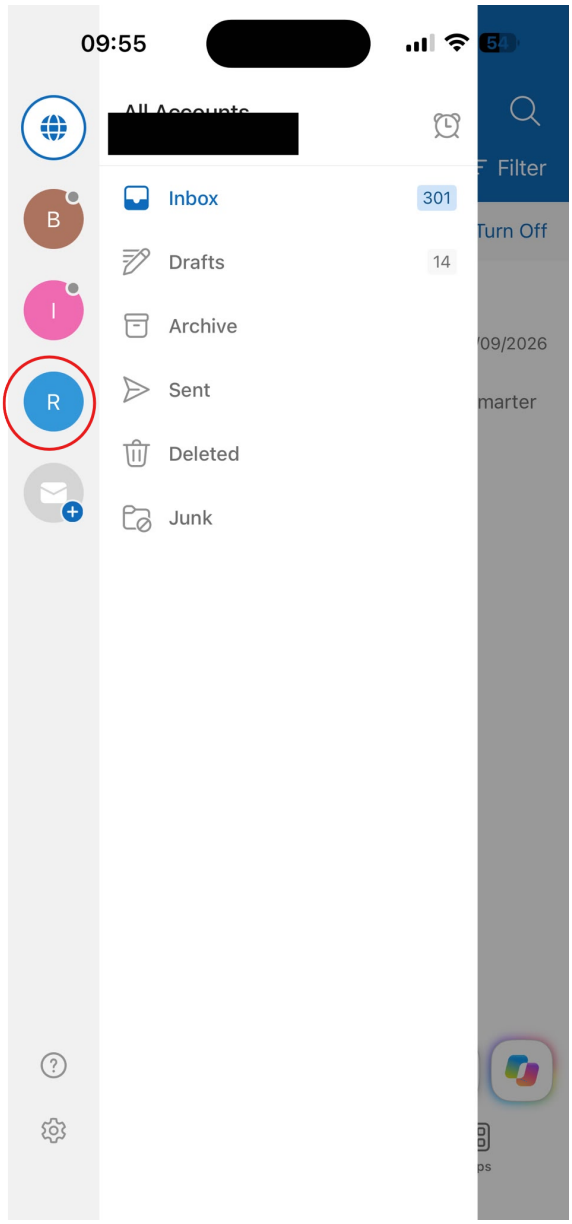
Email



Calendar



Apps



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