Outlook: Adding a Shared Mailbox (Outlook Web App + New Outlook)

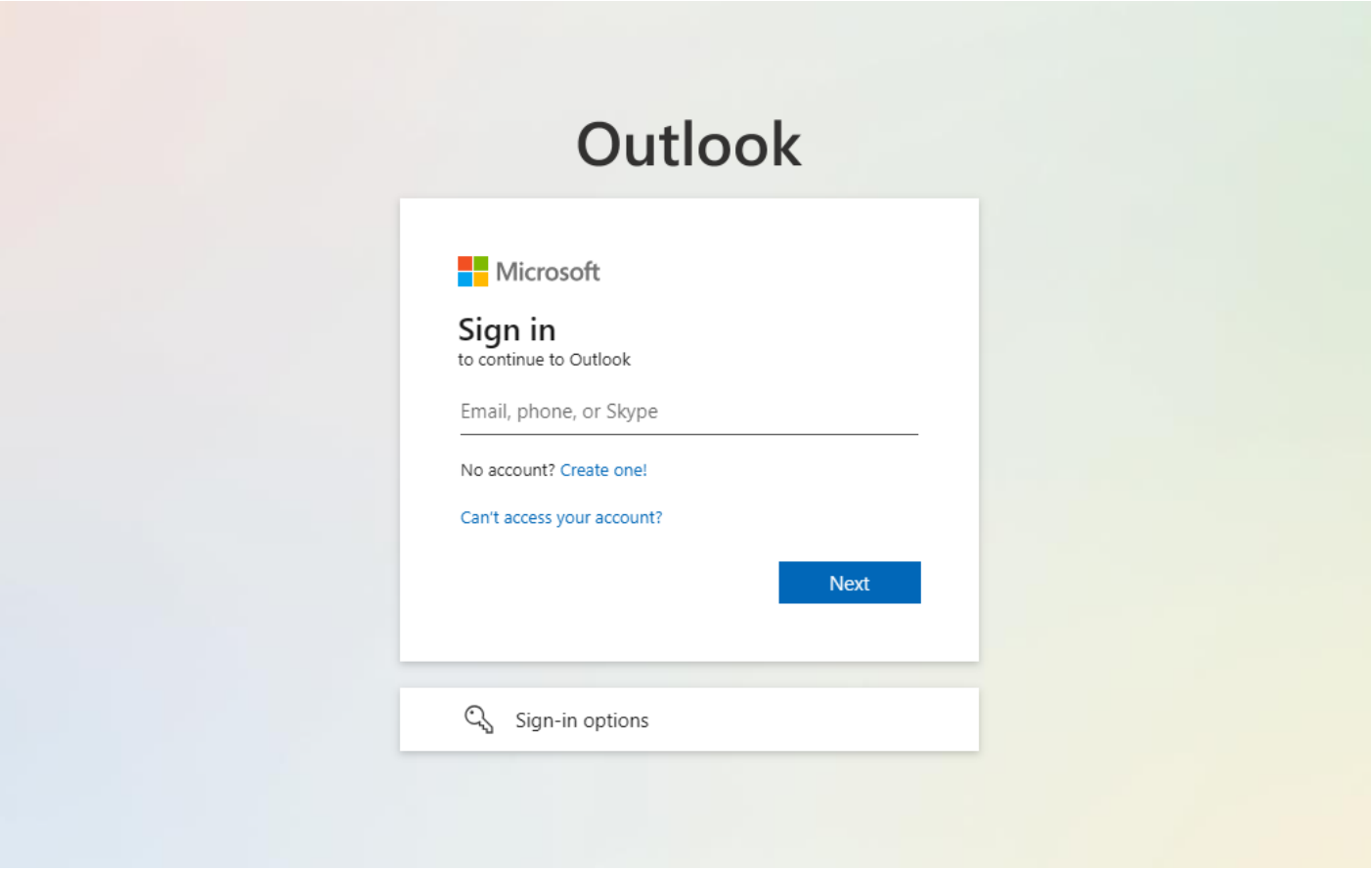
What will be covered:

- How to open a shared mailbox
- How to set a shared folder / Mailbox

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1. Open Outlook Web App

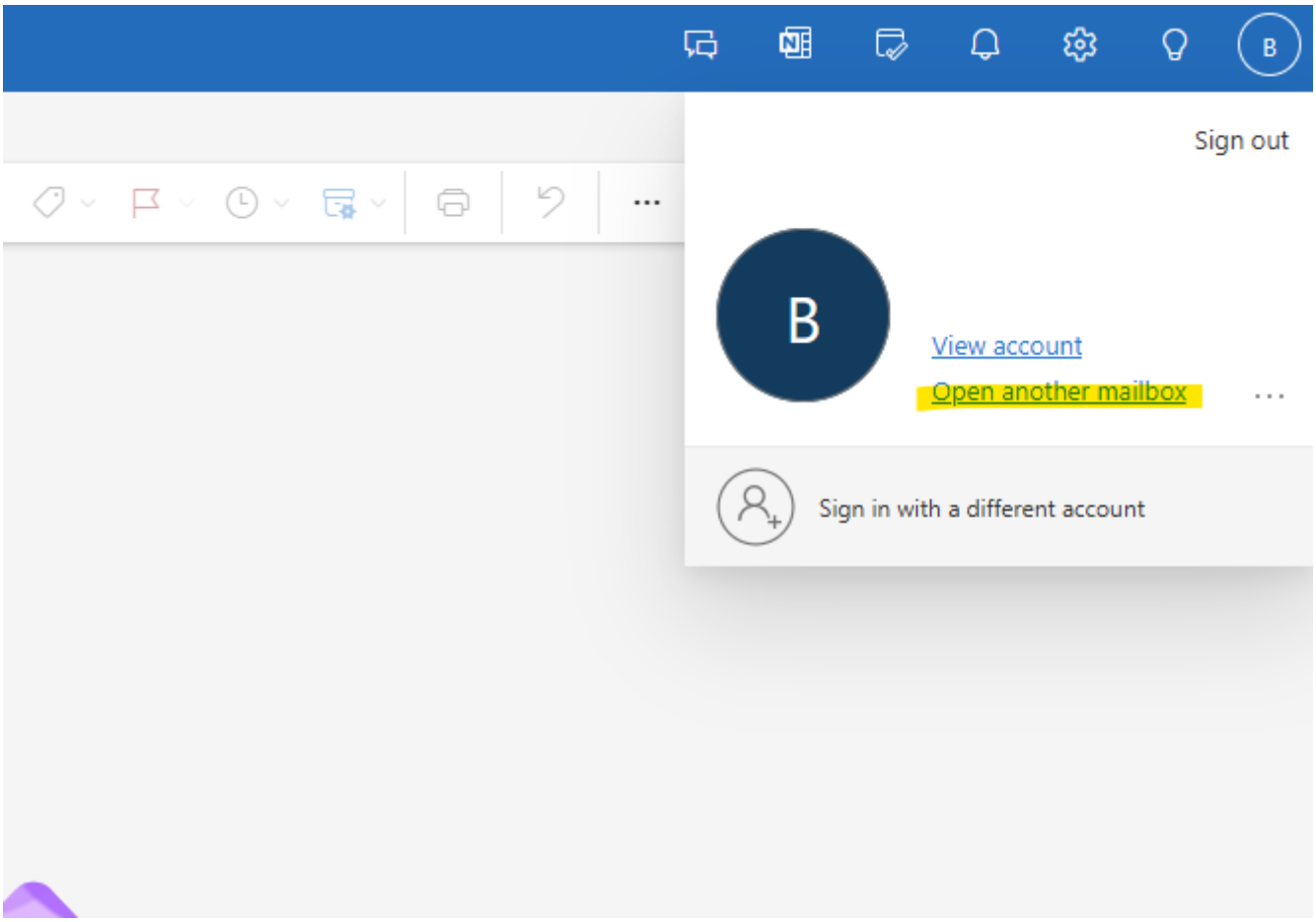
Navigate to the Office 365 portal (https://outlook.office365.com) and log in with your credentials.

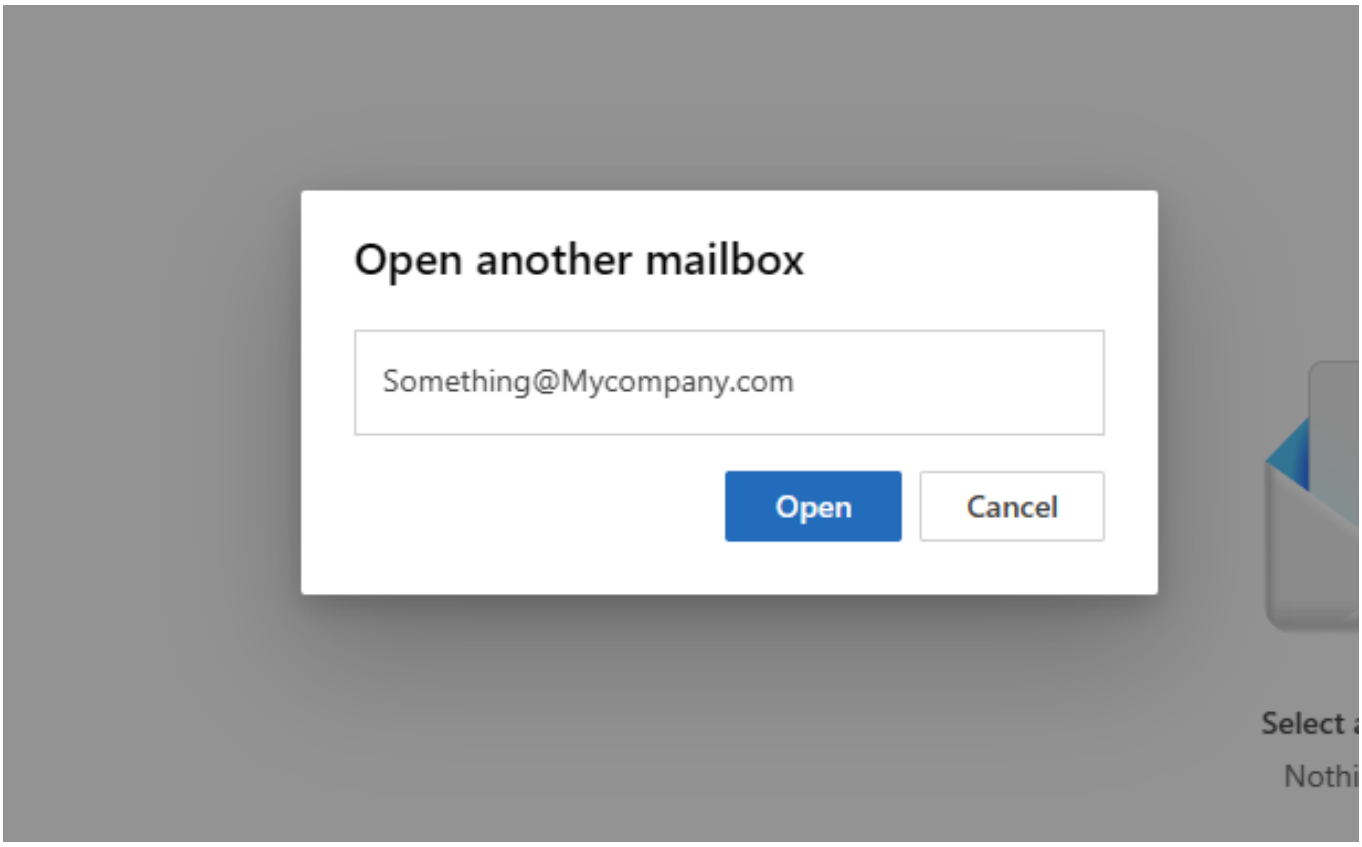


Method 1

Open Shared Mailbox

Click on your **profile picture** or **initials** in the top-right corner, Select **Open another mailbox**. Lastly Enter the email address of the shared mailbox and click **Open.** The shared mailbox will open in a new tab.

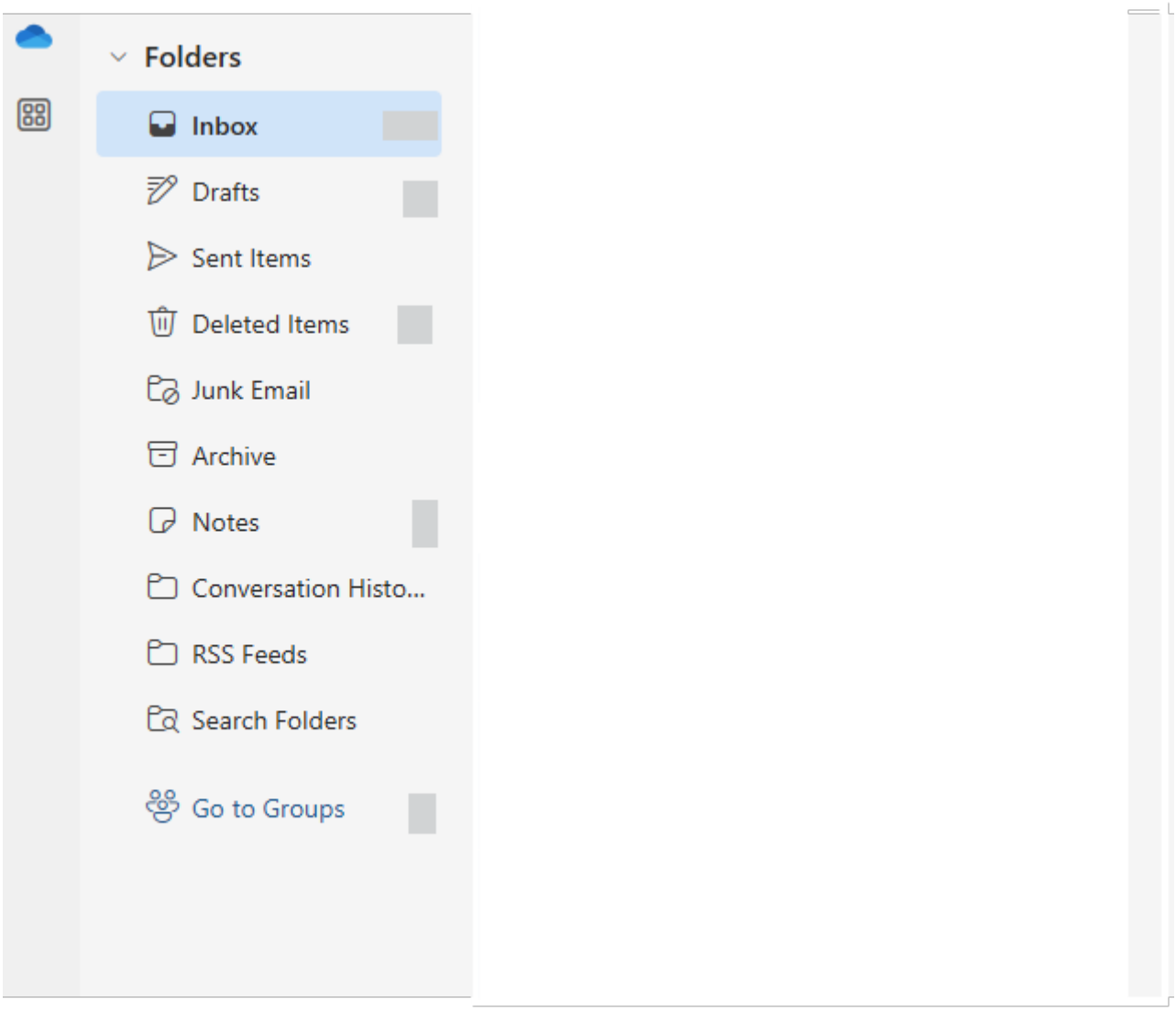

B
Sign out
B
View account
Open another mailbox
Sign in with a different account

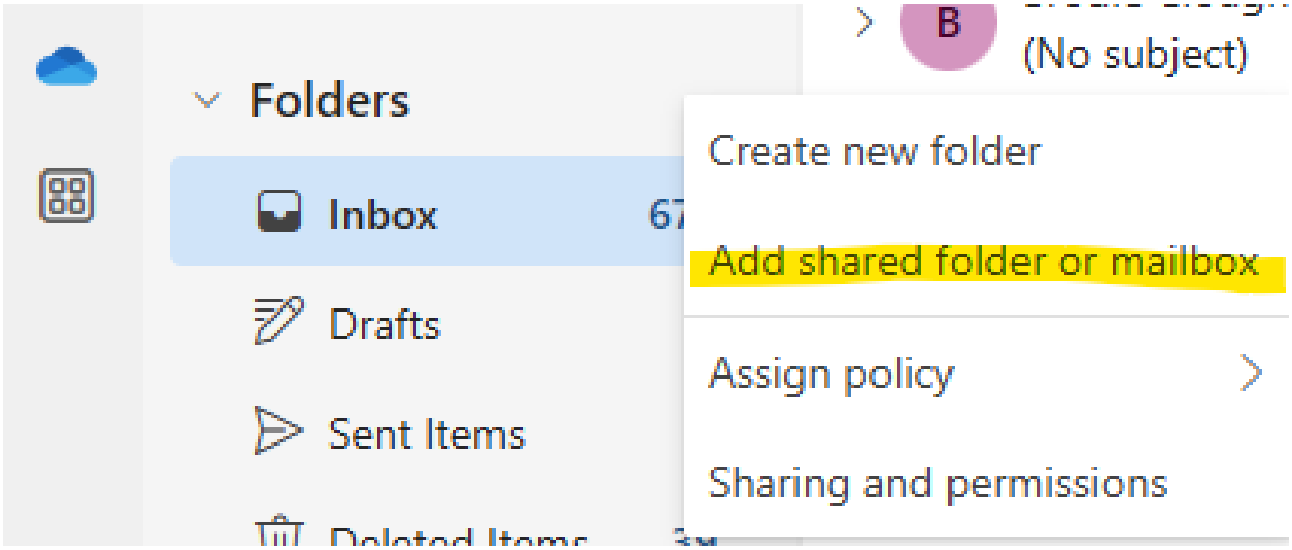

Open another mailbox
Something@Mycompany.com
Open
Cancel

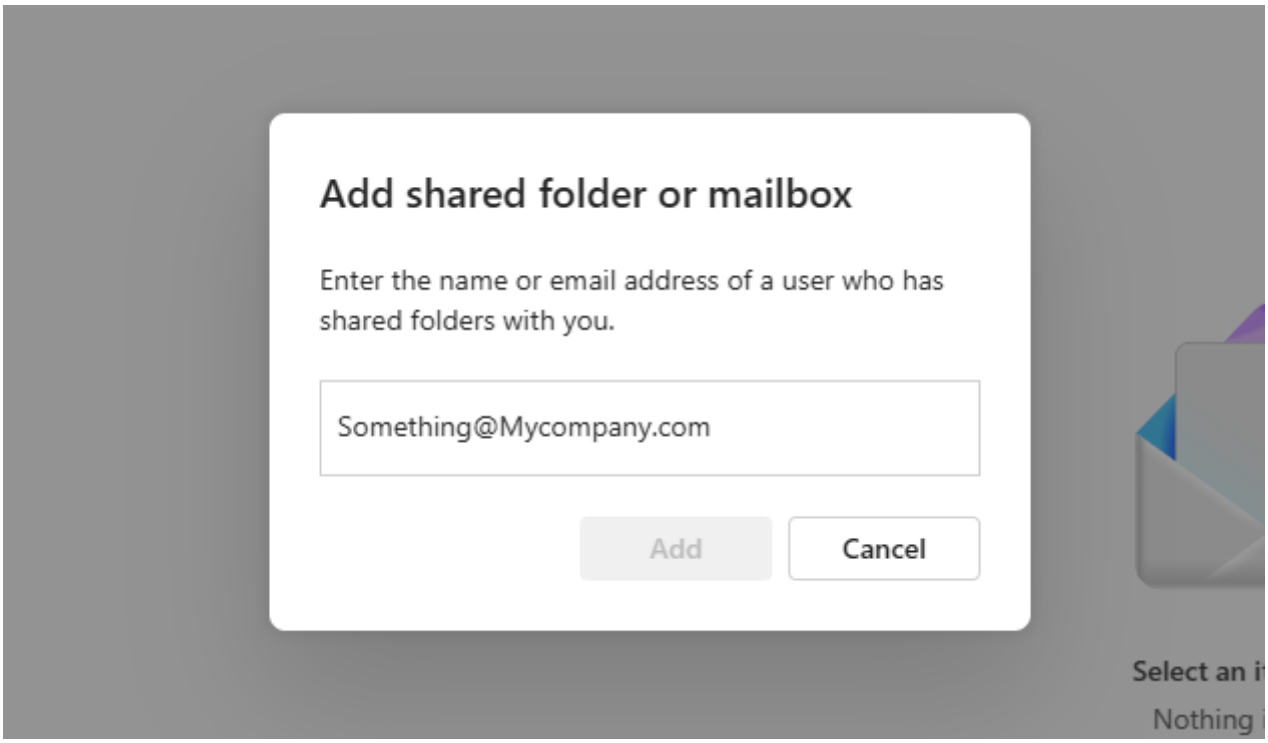
Method 2

Add Shared Mailbox to Folder List

Right-click **Folders** in the left navigation pane. Right click the **Folders** and Select **Add shared folder.** Enter the email address of the shared mailbox and click **Add**.







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