

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
-

1. Open Outlook Web App

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

Outlook



Sign in

to continue to Outlook

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

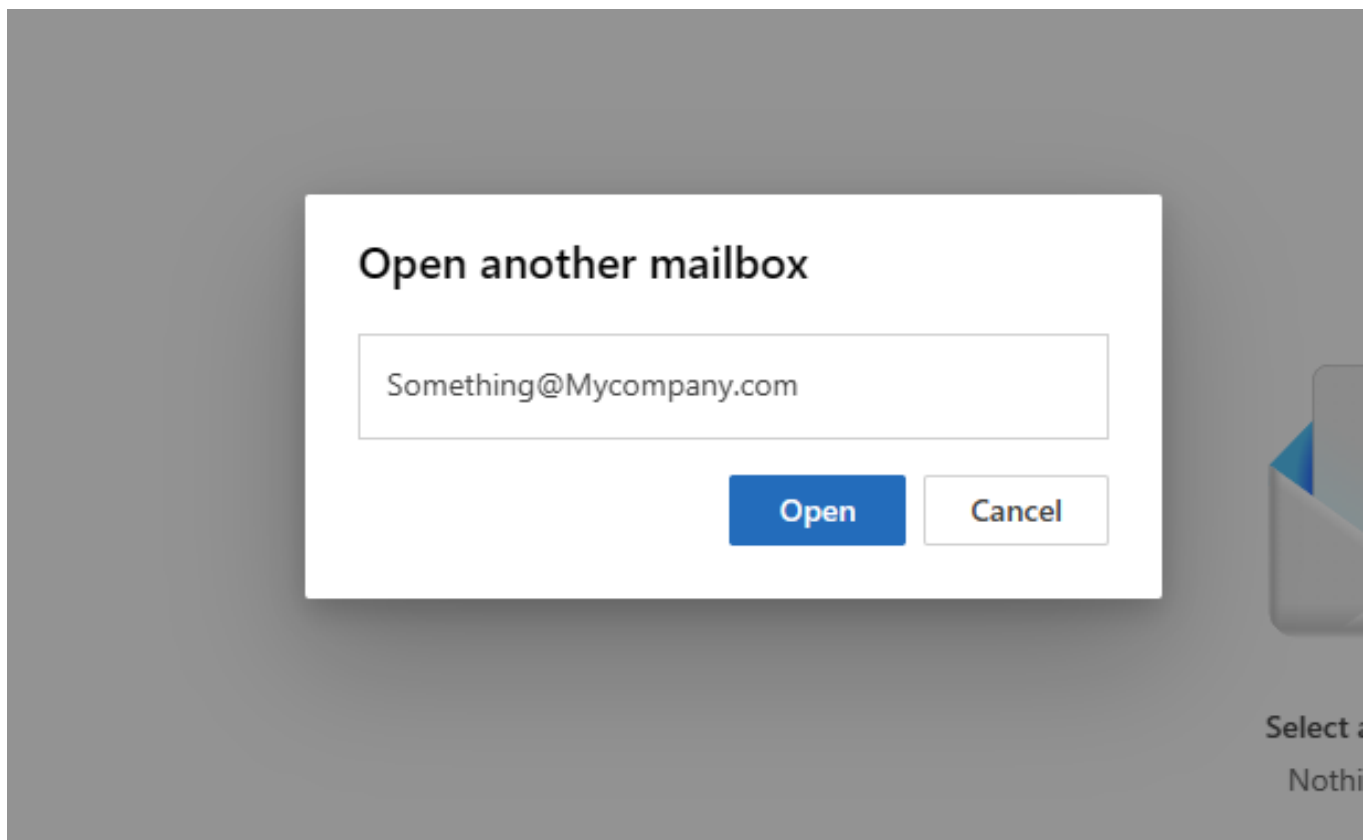
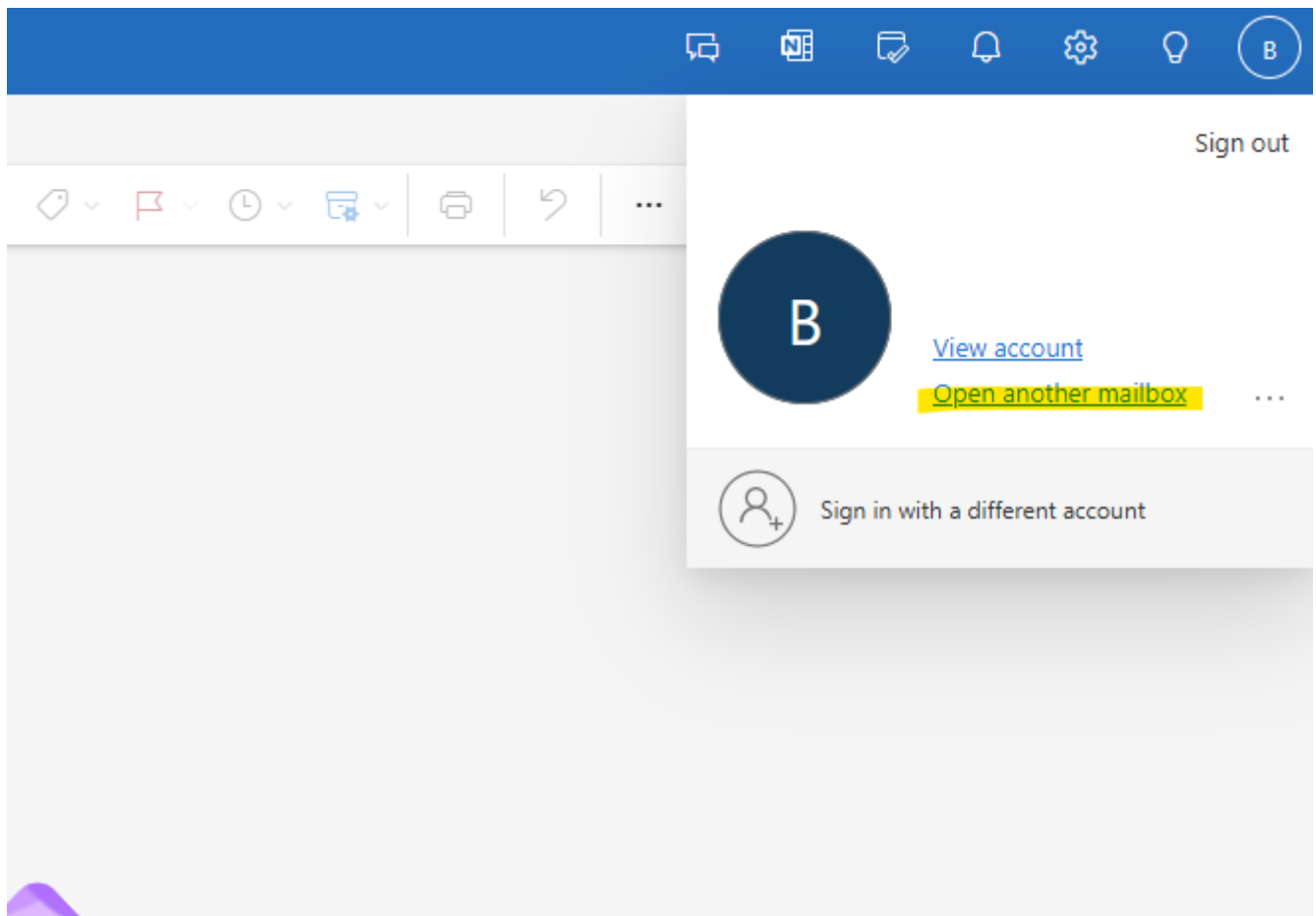
Next



Sign-in options

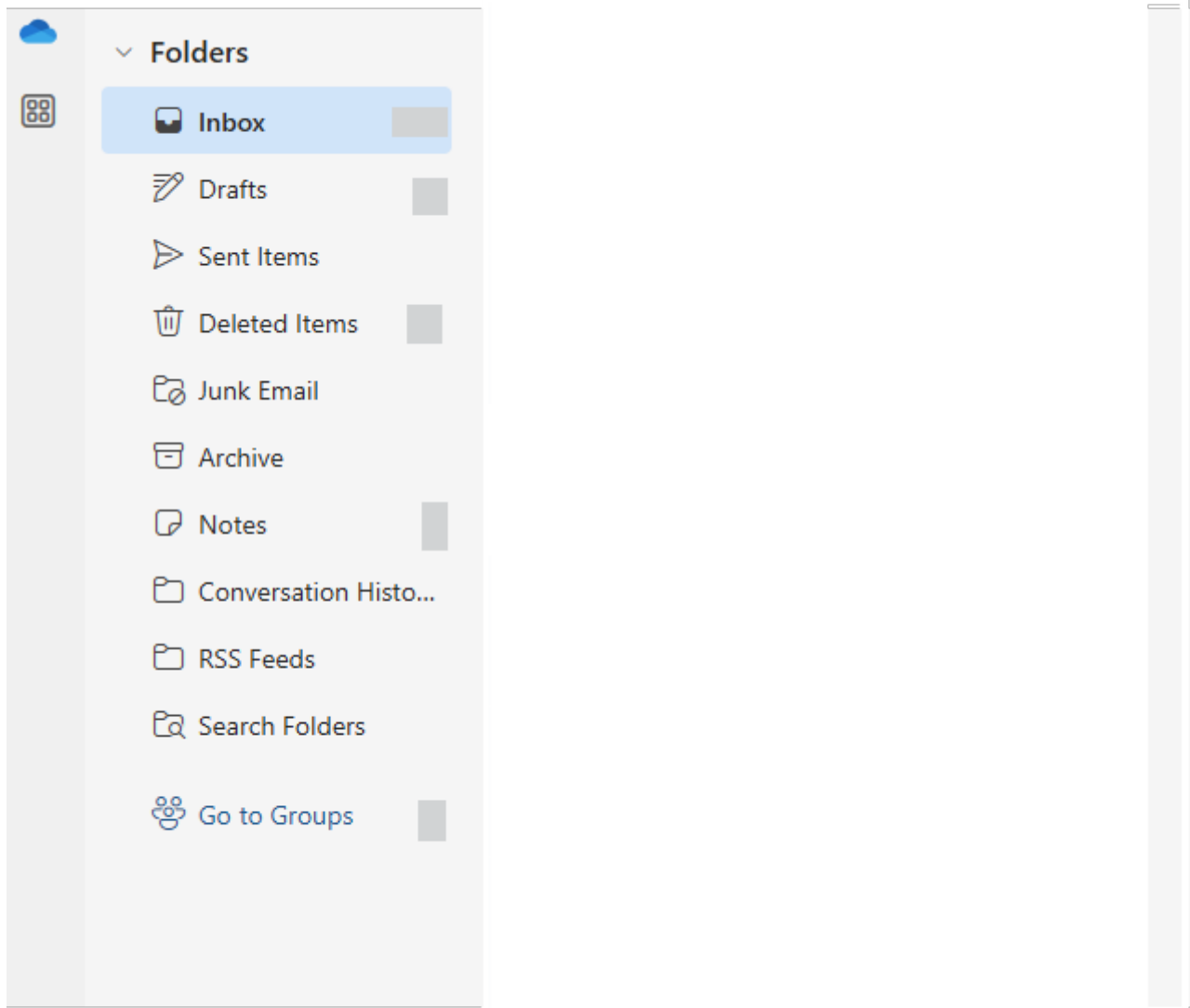
2. Open Shared Mailbox

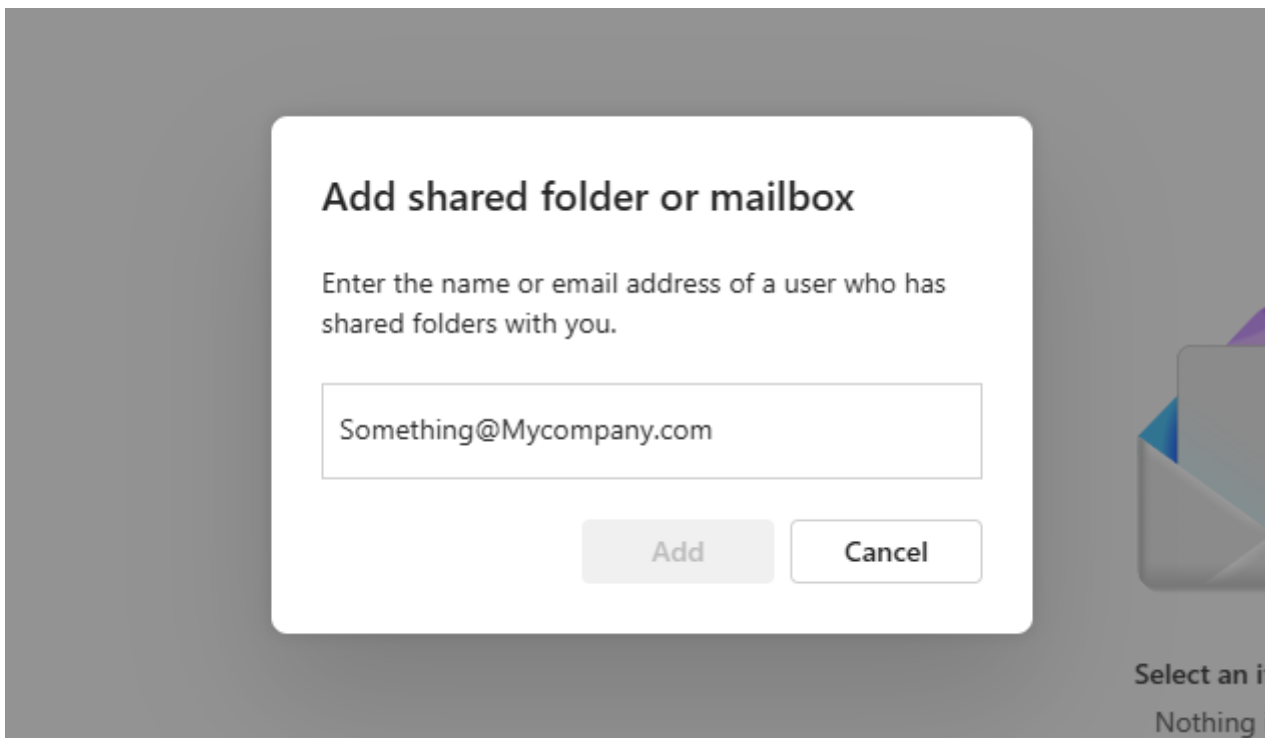
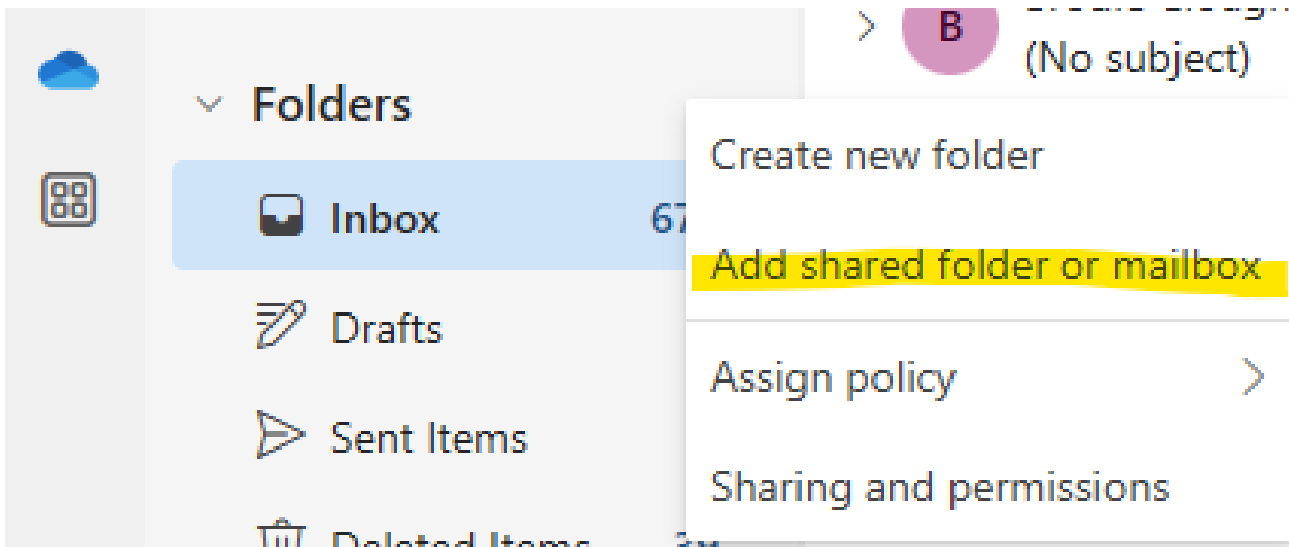
Click on your **profile picture** or **initials** in the top-right corner, Select **Open another mailbox**. Lastly Enter the email address of the shared mailbox and click **Open**. The shared mailbox will open in a new tab.



3. 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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