Outlook: How to Add a Shared Mailbox (Classic Outlook)

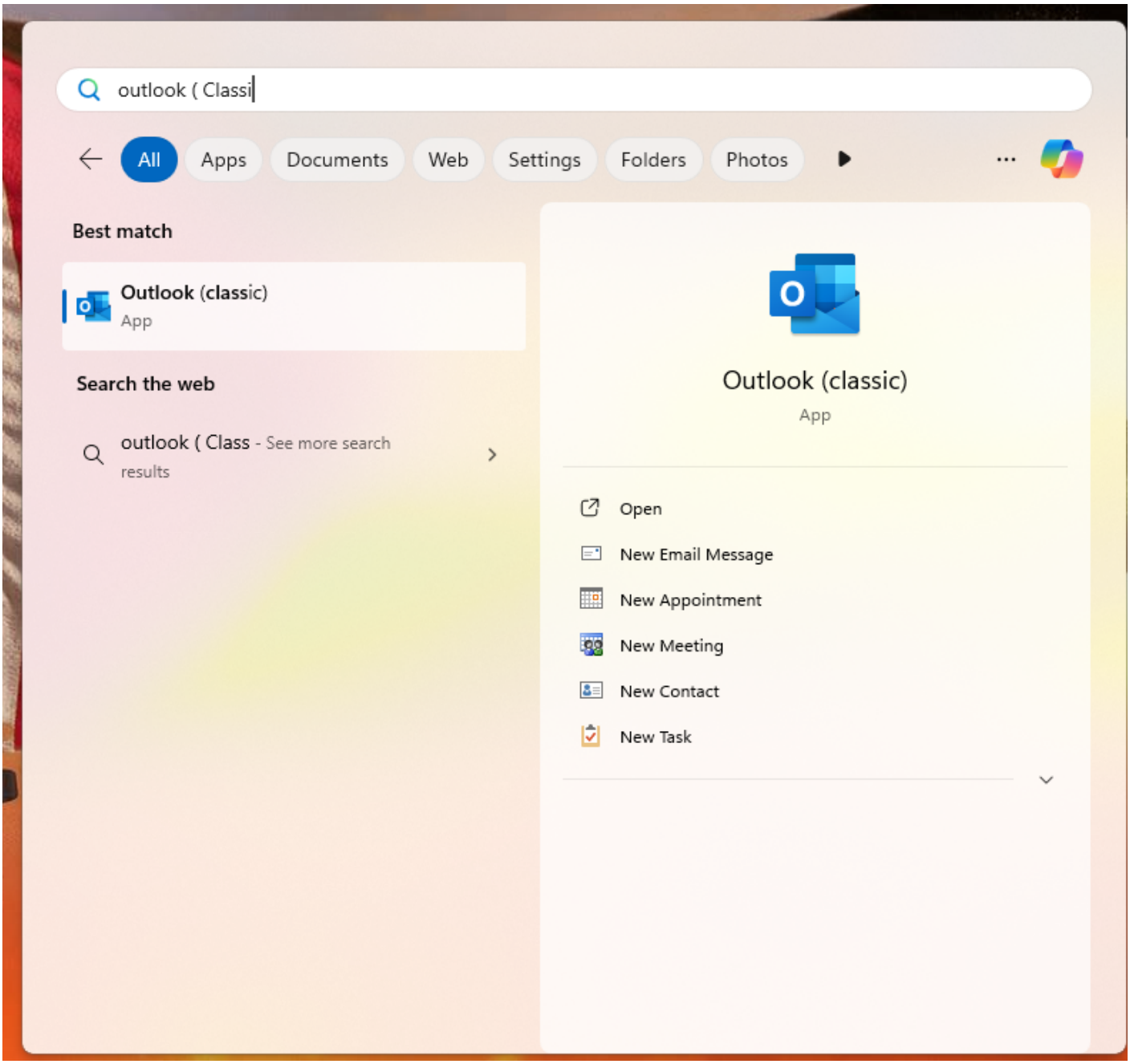
What will be covered:

- How to open a shared mailbox on Classic Outlook

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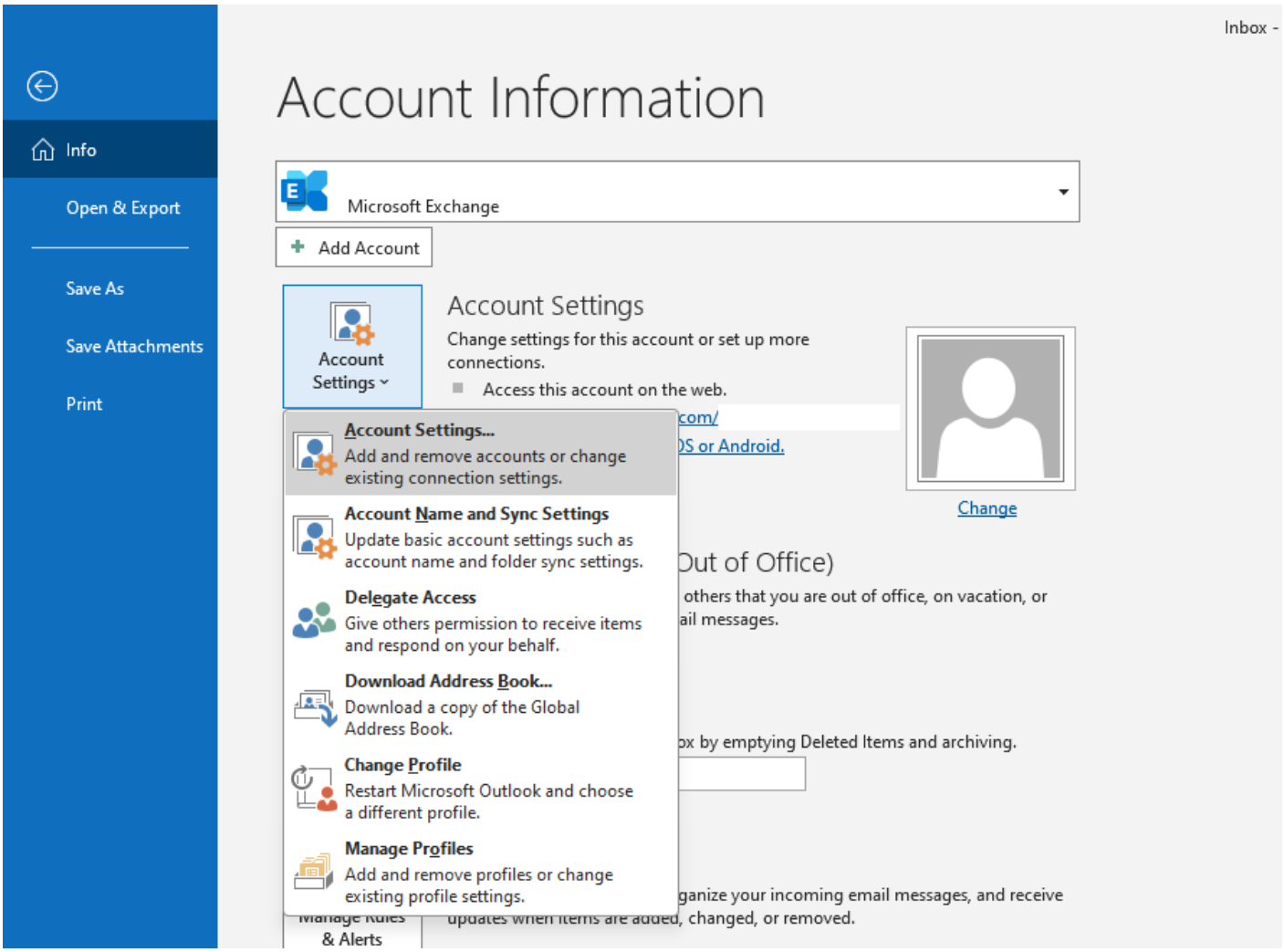
1. Open Outlook app (Classic)

Press the **Windows** key on your keyboard to bring up the Start Menu, Search **Outlook**.



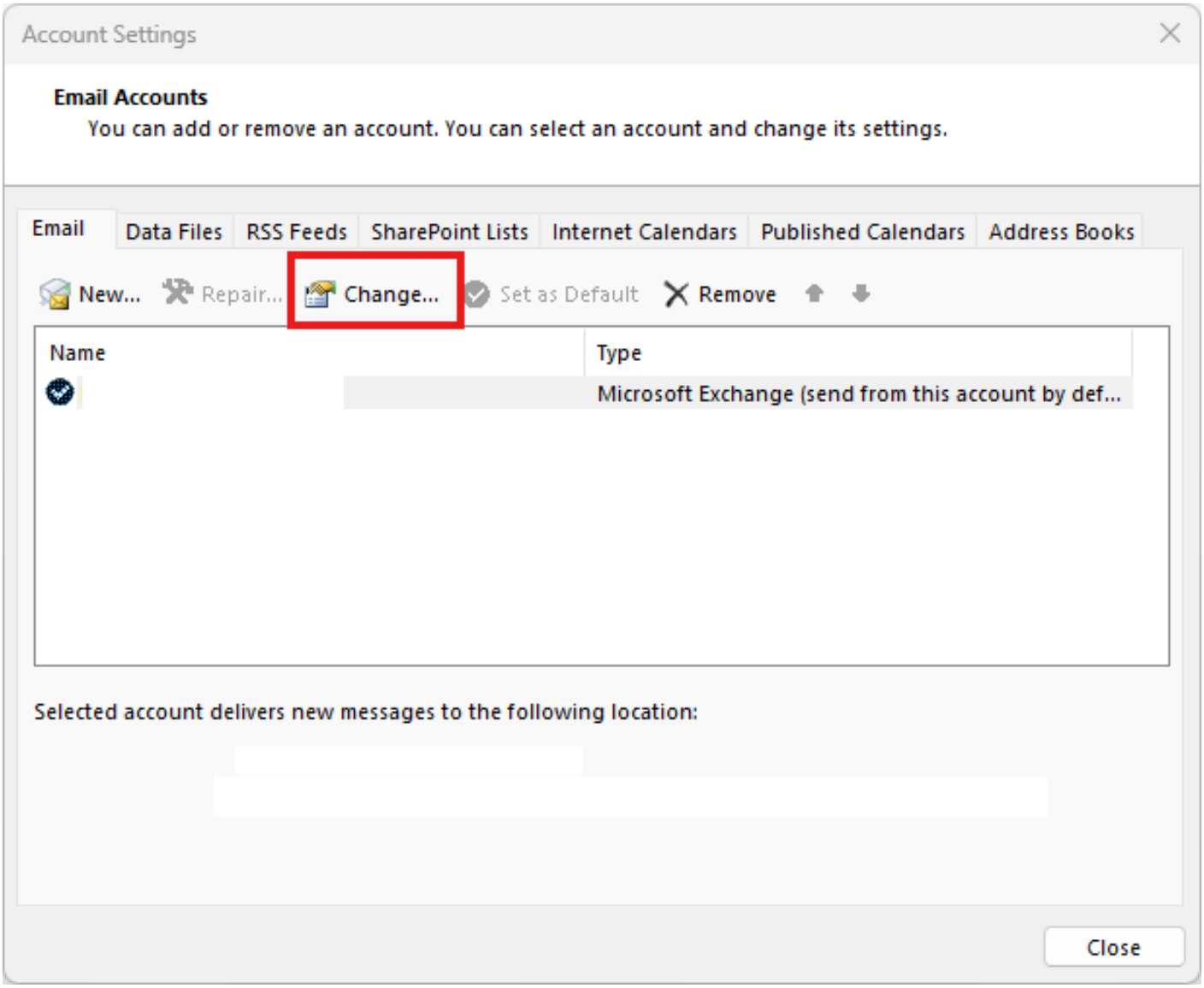
2. Outlook Settings

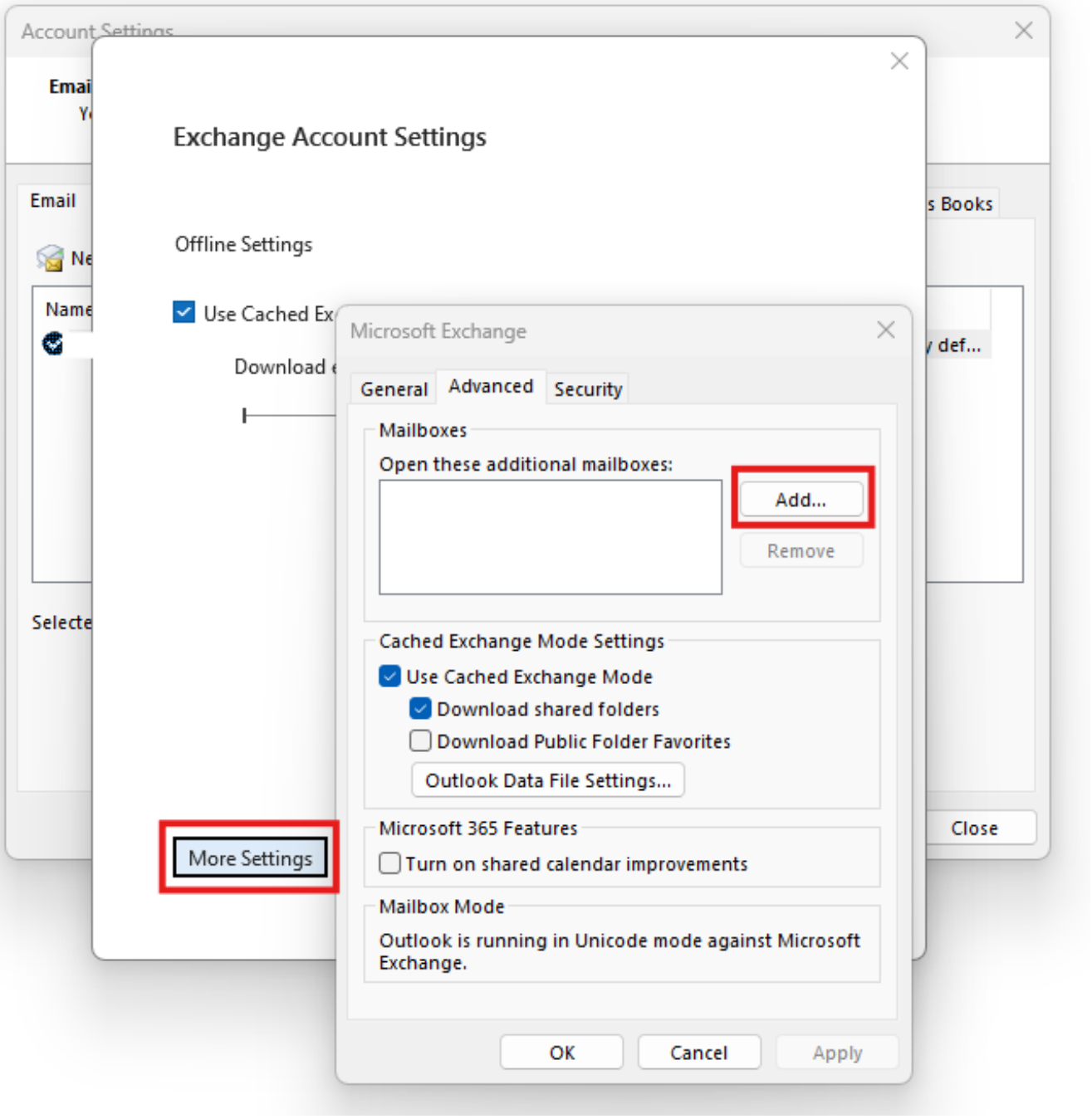
Select the **File** tab on the ribbon (top left), then select **Account Settings** > **Account Settings**.

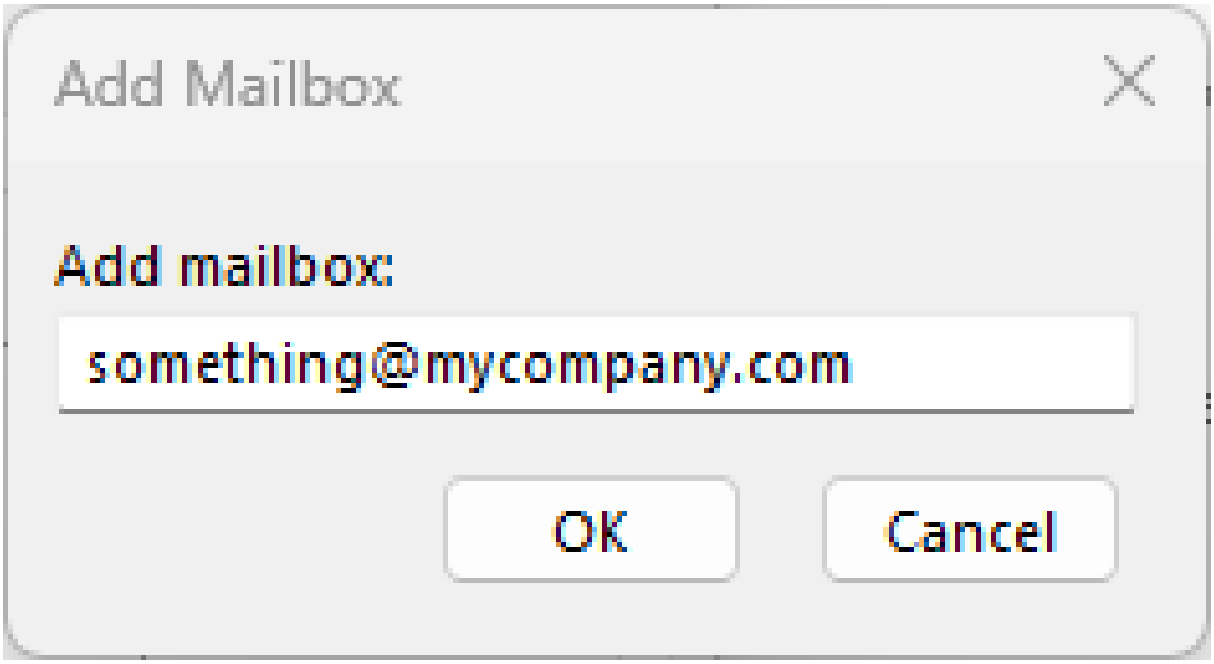


3. Account Settings

Select the **Email** tab. Make sure the correct account is highlighted, then choose **Change**. Choose **More Settings** > **Advanced** > **Add**. Type the shared email address, such as info@contoso.com. Choose **OK** > **OK**. Choose **Next** > **Finish** > **Close**.


Account Settings
Email Accounts
You can add or remove an account. You can select an account and change its settings.
Email
Data Files
RSS Feeds
SharePoint Lists
Internet Calendars
Published Calendars
Address Books
New...
Repair...
Change...
Set as Default
Remove
Name
Type
Microsoft Exchange (send from this account by def...
Selected account delivers new messages to the following location:
Close


Account Settings
Email
Exchange Account Settings
Offline Settings
Use Cached Ex
Download
More Settings
Microsoft Exchange
General
Advanced
Security
Mailboxes
Open these additional mailboxes:
Add...
Remove
Cached Exchange Mode Settings
Use Cached Exchange Mode
Download shared folders
Download Public Folder Favorites
Outlook Data File Settings...
Microsoft 365 Features
Turn on shared calendar improvements
Mailbox Mode
Outlook is running in Unicode mode against Microsoft Exchange.
OK
Cancel
Apply
Close



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