

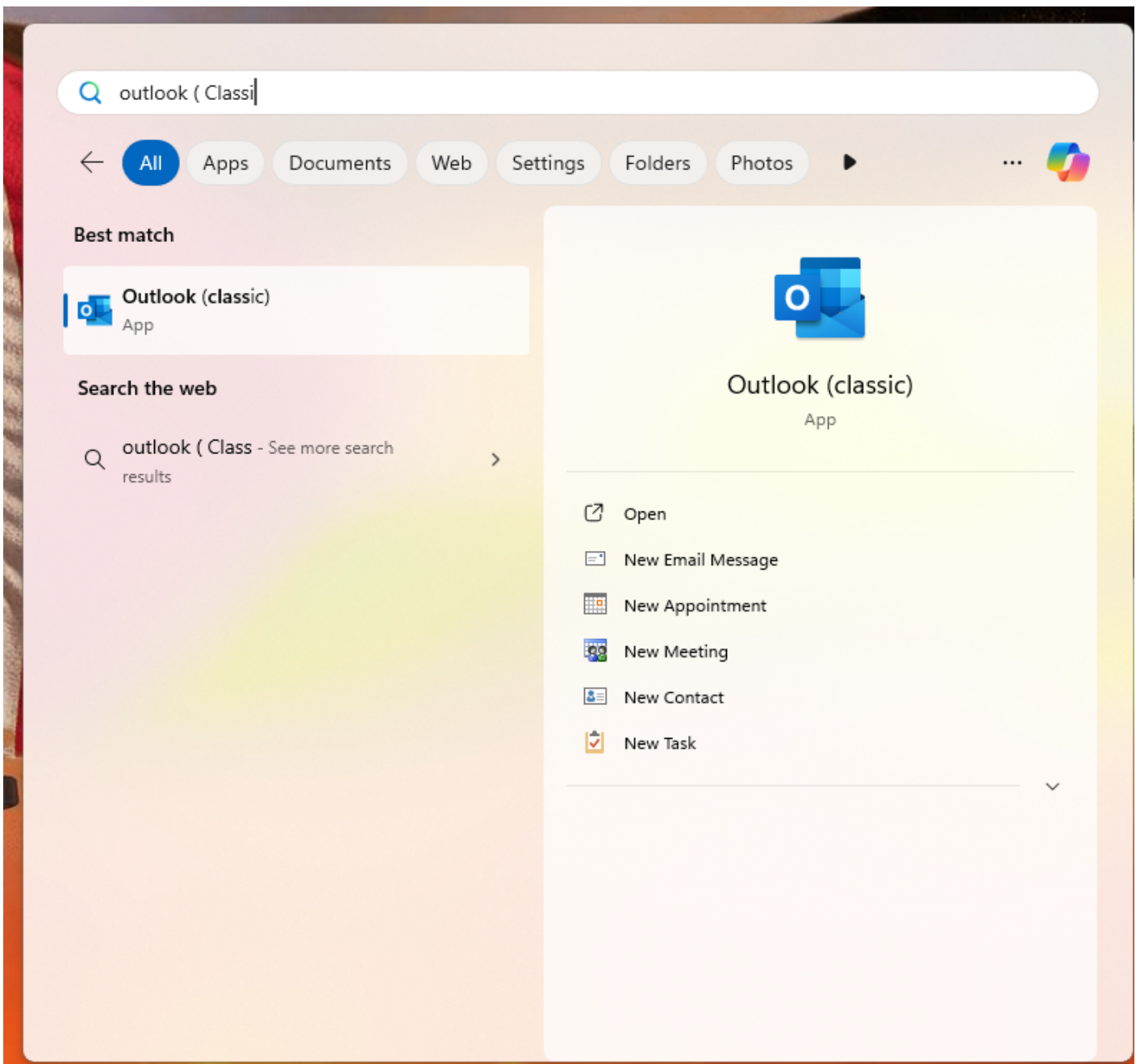
# Outlook: How to Add a Shared Mailbox (Classic Outlook)

## 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**.

The screenshot shows the 'Account Information' page in Microsoft Exchange. The left sidebar contains navigation options: 'Info', 'Open & Export', 'Save As', 'Save Attachments', and 'Print'. The main content area is titled 'Account Information' and shows a dropdown menu for 'Microsoft Exchange' with a '+ Add Account' button below it. The 'Account Settings' section is active, displaying a description: 'Change settings for this account or set up more connections.' and a checkbox for 'Access this account on the web.' To the right is a placeholder for a profile picture with a 'Change' link. A context menu is open over the 'Account Settings' icon, listing several options: 'Account Settings...' (Add and remove accounts or change existing connection settings), 'Account Name and Sync Settings' (Update basic account settings such as account name and folder sync settings), 'Delegate Access' (Give others permission to receive items and respond on your behalf), 'Download Address Book...' (Download a copy of the Global Address Book), 'Change Profile' (Restart Microsoft Outlook and choose a different profile), and 'Manage Profiles' (Add and remove profiles or change existing profile settings). Below the menu, the 'Out of Office' section is partially visible, including a 'Change' link and a description: 'others that you are out of office, on vacation, or mail messages.'

### 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**.

**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  

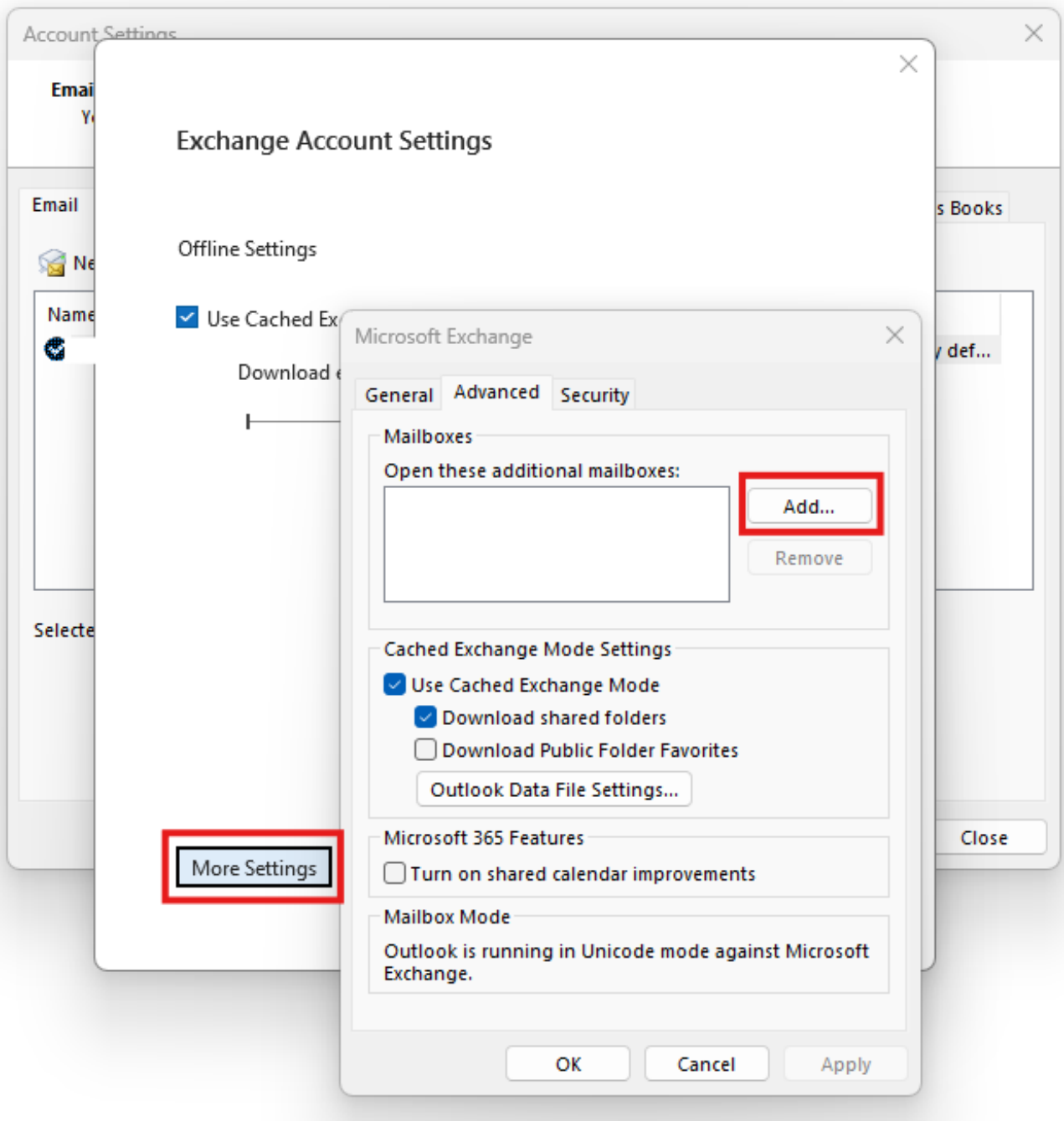
Name	Type
 [Redacted]	Microsoft Exchange (send from this account by def...)

Selected account delivers new messages to the following location:

[Redacted]

[Redacted]

Close



## Add Mailbox



Add mailbox:

OK

Cancel

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