

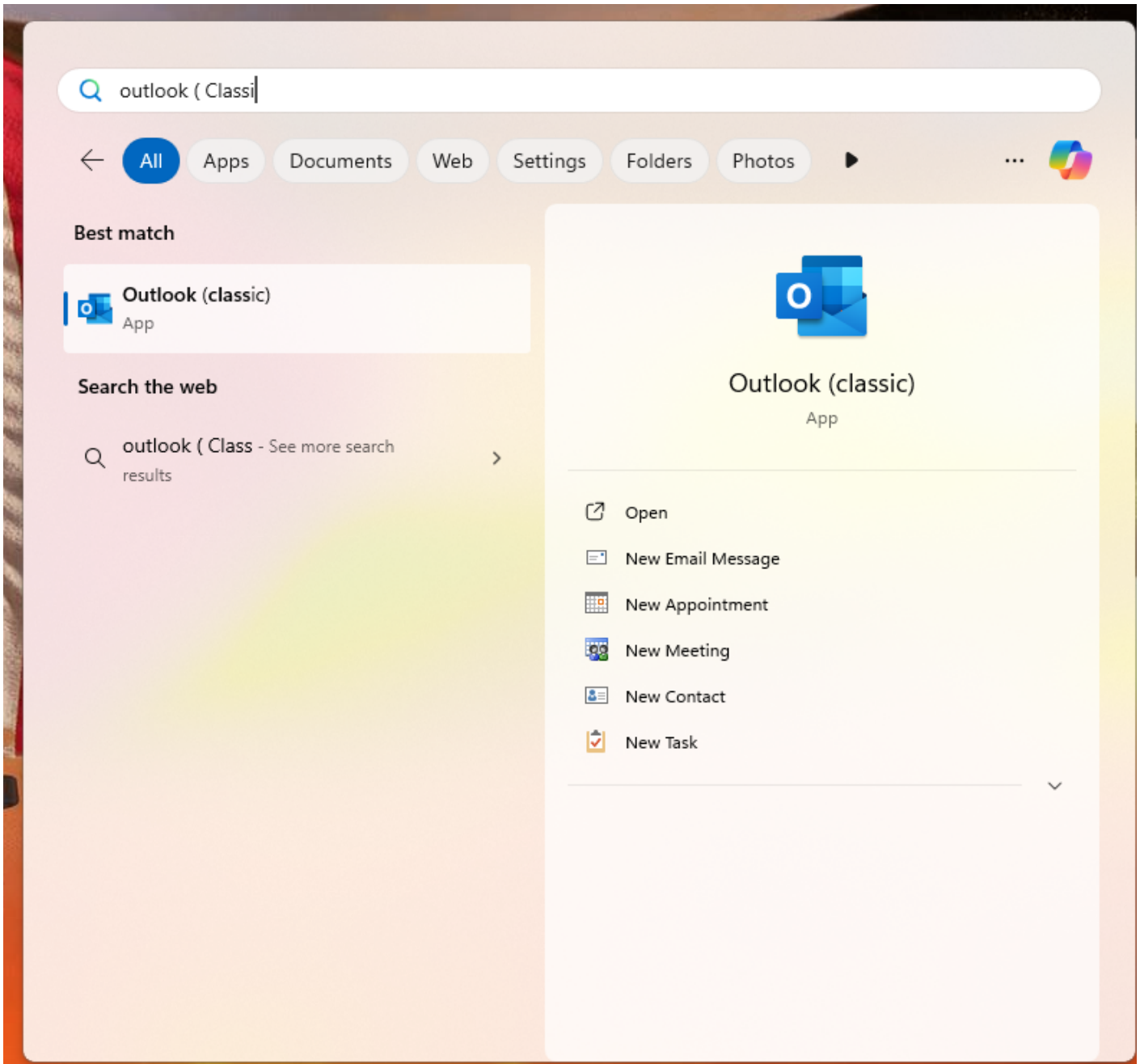
Outlook: How to Add a Shared Mailbox (Classic Outlook)

What will be covered:

- How to open a shared mailbox on Classic Outlook
-

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**.

Account Information

Microsoft Exchange

+ Add Account

Account Settings

Change settings for this account or set up more connections.

- Access this account on the web.

Change

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.

Manage Profiles

Add and remove profiles or change existing profile settings.

Out of Office)

others that you are out of office, on vacation, or mail messages.

box by emptying Deleted Items and archiving.

organize your incoming email messages, and receive updates when items are added, changed, or removed.

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.

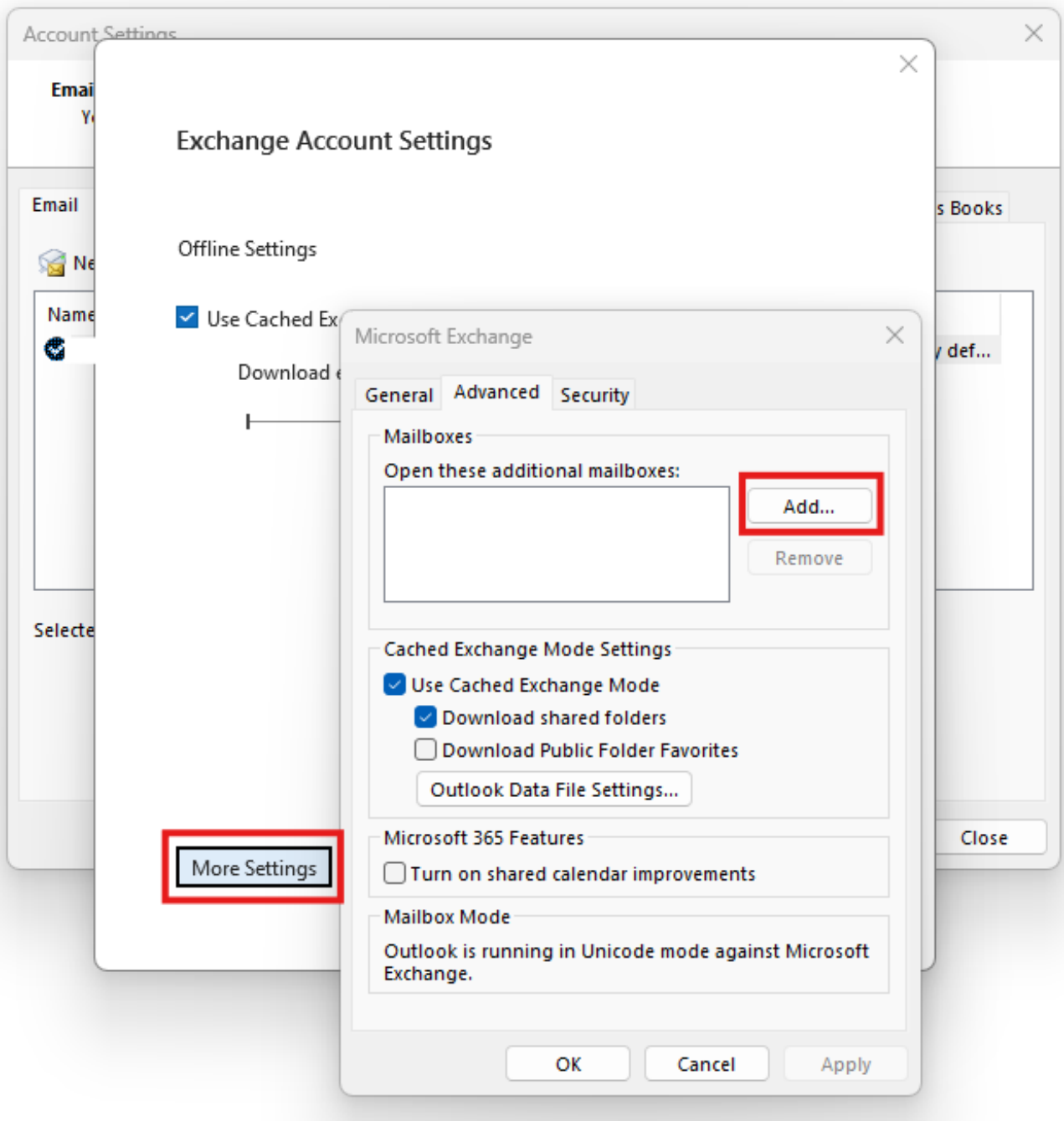
Email Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books

 New...  Repair...  **Change...**  Set as Default  Remove  

Name	Type
	Microsoft Exchange (send from this account by def...

Selected account delivers new messages to the following location:

Close



Add Mailbox



Add mailbox:

OK

Cancel

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