

EOAS Help Desk

Portal > Knowledgebase > Email, calendar, and contacts > How do I add a shared mailbox in Microsoft Outlook

How do I add a shared mailbox in Microsoft Outlook

Burner EOAS - 2023-05-08 - 0 Comments - in Email, calendar, and contacts

1. Open **Microsoft Outlook**
2. Click **File** tab in the Toolbar
3. Click **Account Settings** button, select **Account Settings**
4. Select the **E-Mail** tab
5. Highlight your mailbox, click the **Change** button
6. Click the **More Settings** button
7. Select the **Advanced** tab
8. Click the **Add** button
9. Type the **Shared E-Mail Address**
10. Click **OK** and **OK** buttons
11. Click **Next**, **Finish**, and **Close** buttons