

How to add a shared mailbox in Outlook

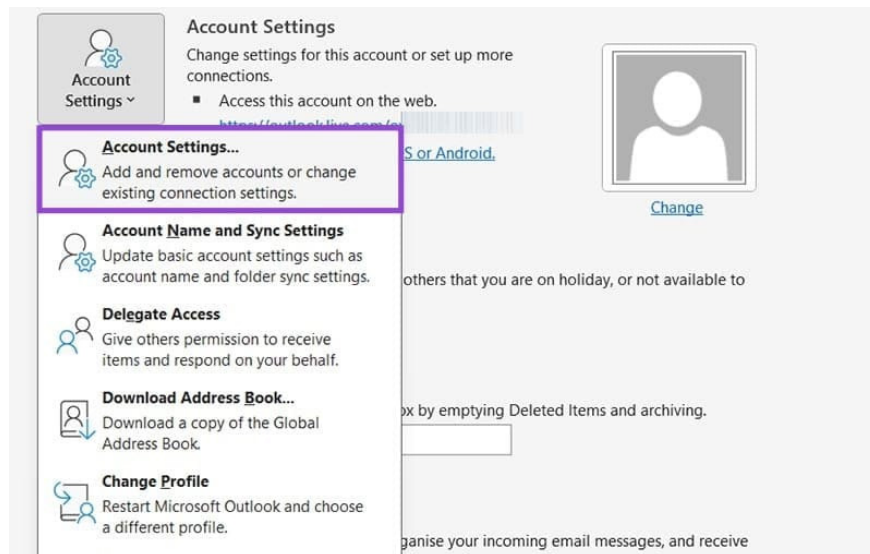
Shared mailboxes in Outlook make it easier for people to interact, view content, and share work together.

Shared mailboxes in Outlook will allow everyone to interact together, view content and share work more conveniently. Only those who are granted access to this shared mailbox on Outlook can read and use mail. Below are instructions for adding a shared mailbox in Outlook.

How to add a shared mailbox in legacy Outlook

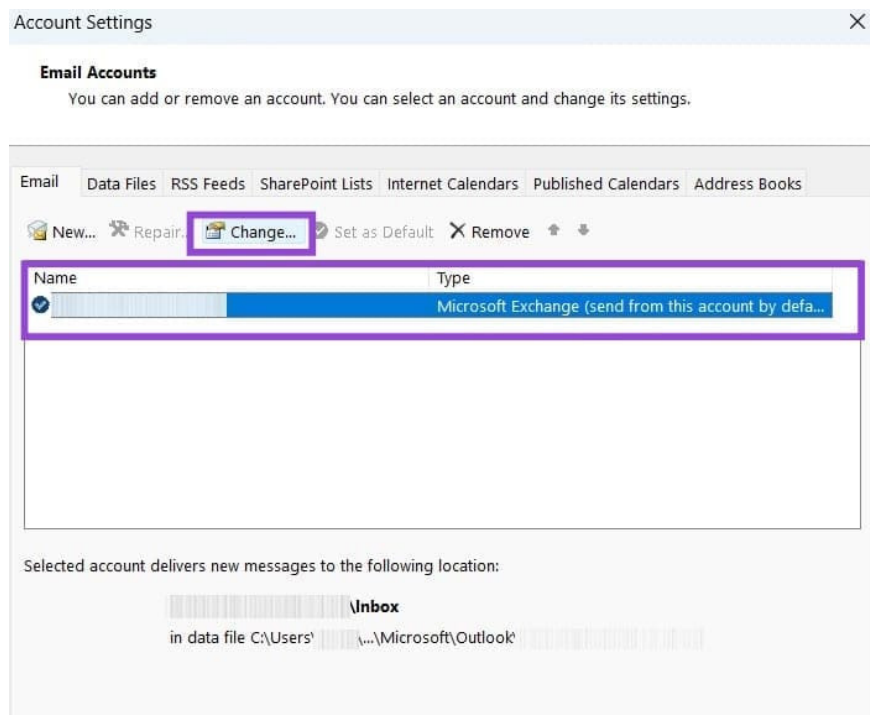
Step 1:

We click on **File** then select **Account Settings** and click on **Account Settings** below.

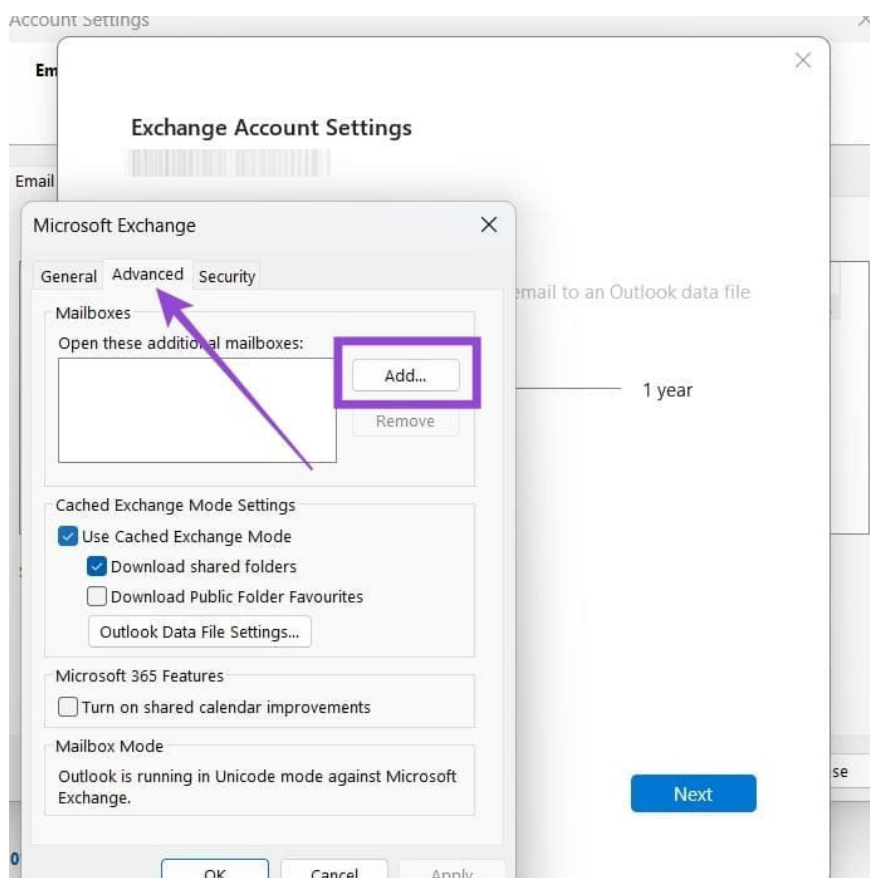


Step 2:

In the new interface, users **click on your email** and then **click Change** at the top.

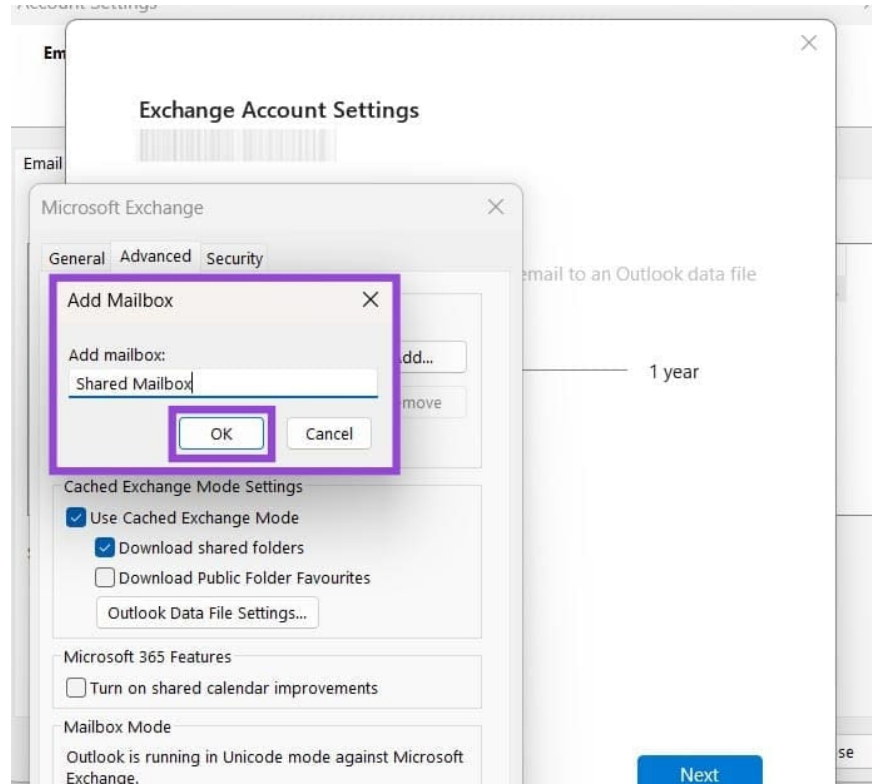


Click **More Settings** to expand the settings and select **the Advance tab** to see advanced settings.



Step 3:

Now the user **clicks Add** and **names the new shared email folder**, clicks Ok to save. Return to the inbox interface and we will see the created shared mailbox. Note, the administrator must add you to that shared mailbox and you can access the mailbox.



How to Add a Shared Mailbox in Outlook 365

Step 1:

We click on Mail then find our email account in the folder list on the left. Right-click on the email and select Add shared folder or mailbox.

Step 2:

Enter a name for the shared folder and agree to add it. Then go back to the Mail interface and tap on the Shared with me folder.

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