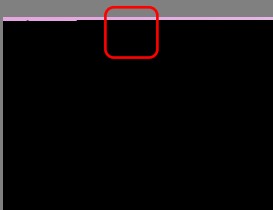


What is a Shared Mailbox?

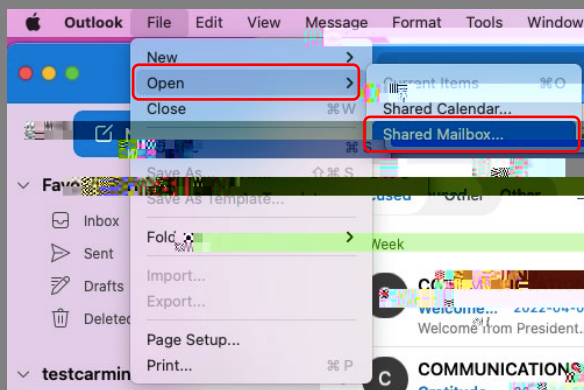
A shared mailbox makes it easy for multiple users to access the same mailbox. Each Shared Mailbox you have access to here. If they are collapsed, click the arrow to expand them.

Adding a Shared Mailbox to Outlook - Mac

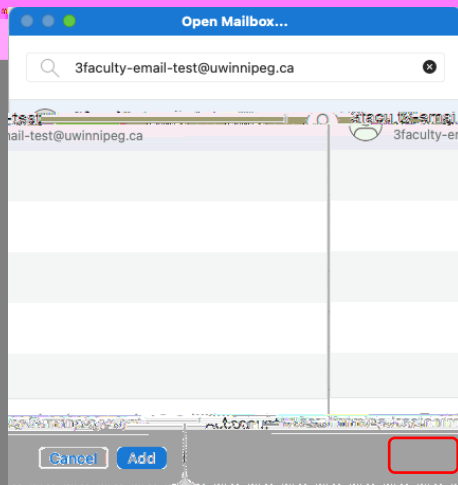
1. Open Outlook.
2. Select **File** top left of the screen.



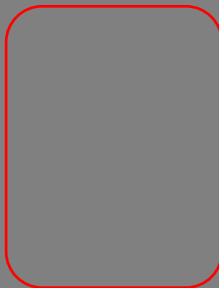
3. Select **Open -> Shared Mailbox**



4. Enter the shared mailbox email address, then select **Add....**



5. The Shared Mailbox should now appear below your own account.



You will see that the mailbox is structured just like your mailbox, with an Inbox, Deleted Items and Sent Items. Any change you make here, such as categorizing an email, flagging an email for follow-up, or creating subfolders and moving emails into them, will automatically display for any other user that also has access to the mailbox.

