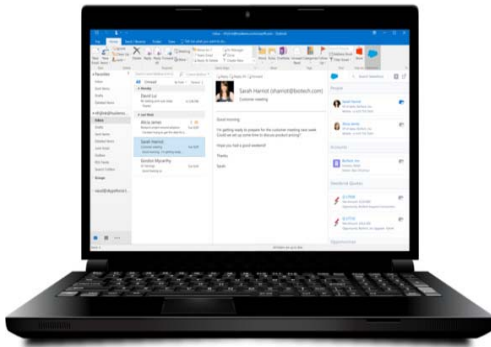




Add a Shared Mailbox to Outlook

Adding a shared mailbox to your Outlook profile provides quick-and-easy access to group resources



Did You Know?

You Can Access Shared Mailboxes Online

Log into Office 365 and navigate to the **Mail** section. Click your user icon (upper right) and select the **Open Another Mailbox** option. Enter the name of the mailbox and click the **Open** button.

Expand your Outlook profile to include a shared mailbox to which you have been granted access:

1. Select the **File** tab.
2. Click on **Account Settings** and select **Account Settings**.
3. Select your Humber address and then click the **Change** button.
4. Click the **More Settings** button.
5. Select the **Advanced** tab and then click the **Add** button.
6. Key the shared account's name and click the **OK** button.
7. Click on **Apply**, then click **OK**, and then click the **Next** button.
8. Click the **Finish** button to add the shared mailbox.

Tip:

You must have access to a shared mailbox in order to add it to your Outlook profile. Please see the mailbox's owner for the appropriate access rights and privileges. If you have only recently been granted access to a shared mailbox, it may take a short while before it can be added to your profile. You may need to restart Outlook to see a newly added mailbox.