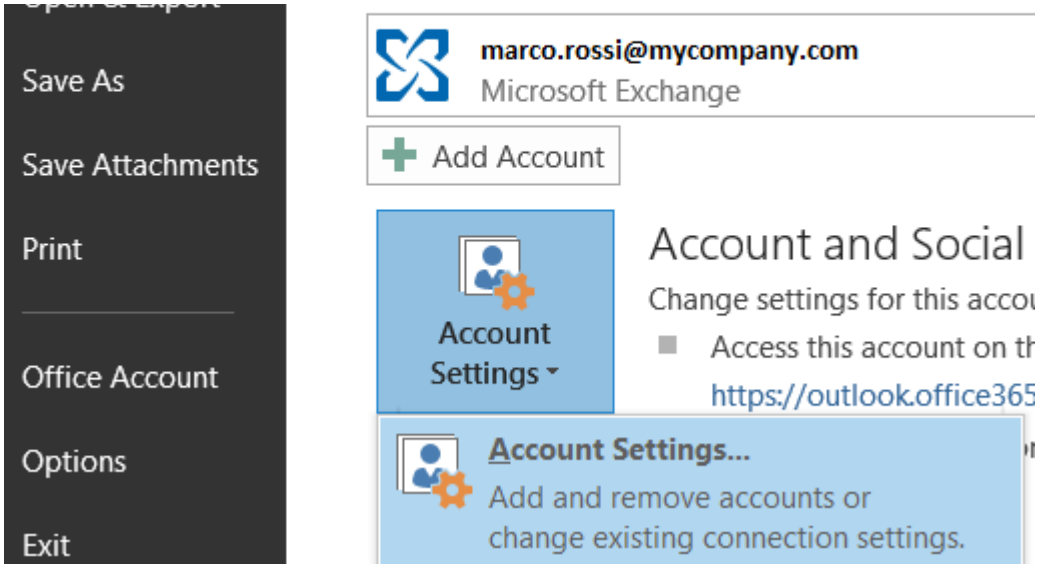
Add an Additional Shared Mailbox in Outlook

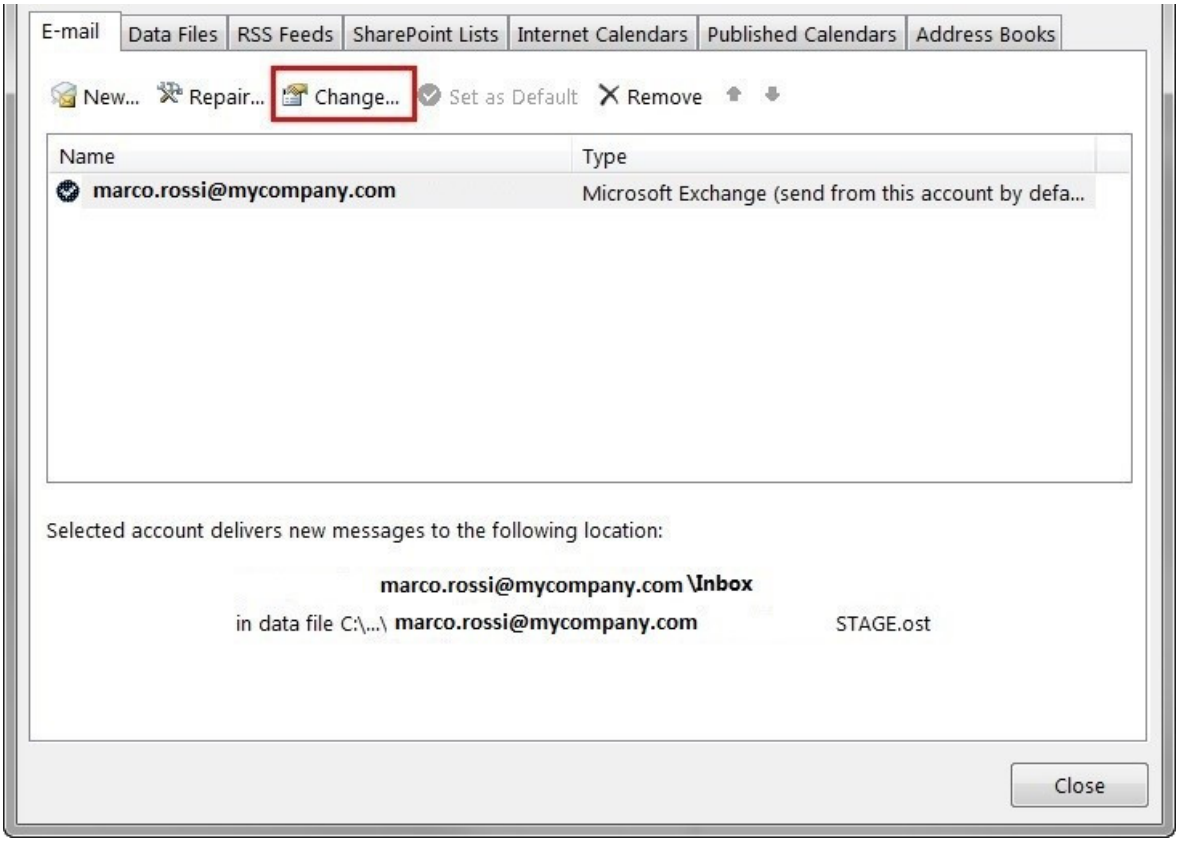
Once your shared mailbox account is ready you can proceed by adding it to your Outlook profile.

You should keep in mind, however, that there are different methods to do this. Depending on the infrastructure Exchange Servers are relying on, a shared mailbox added using a different method than the one shown below might not work as expected, or might produce error messages.

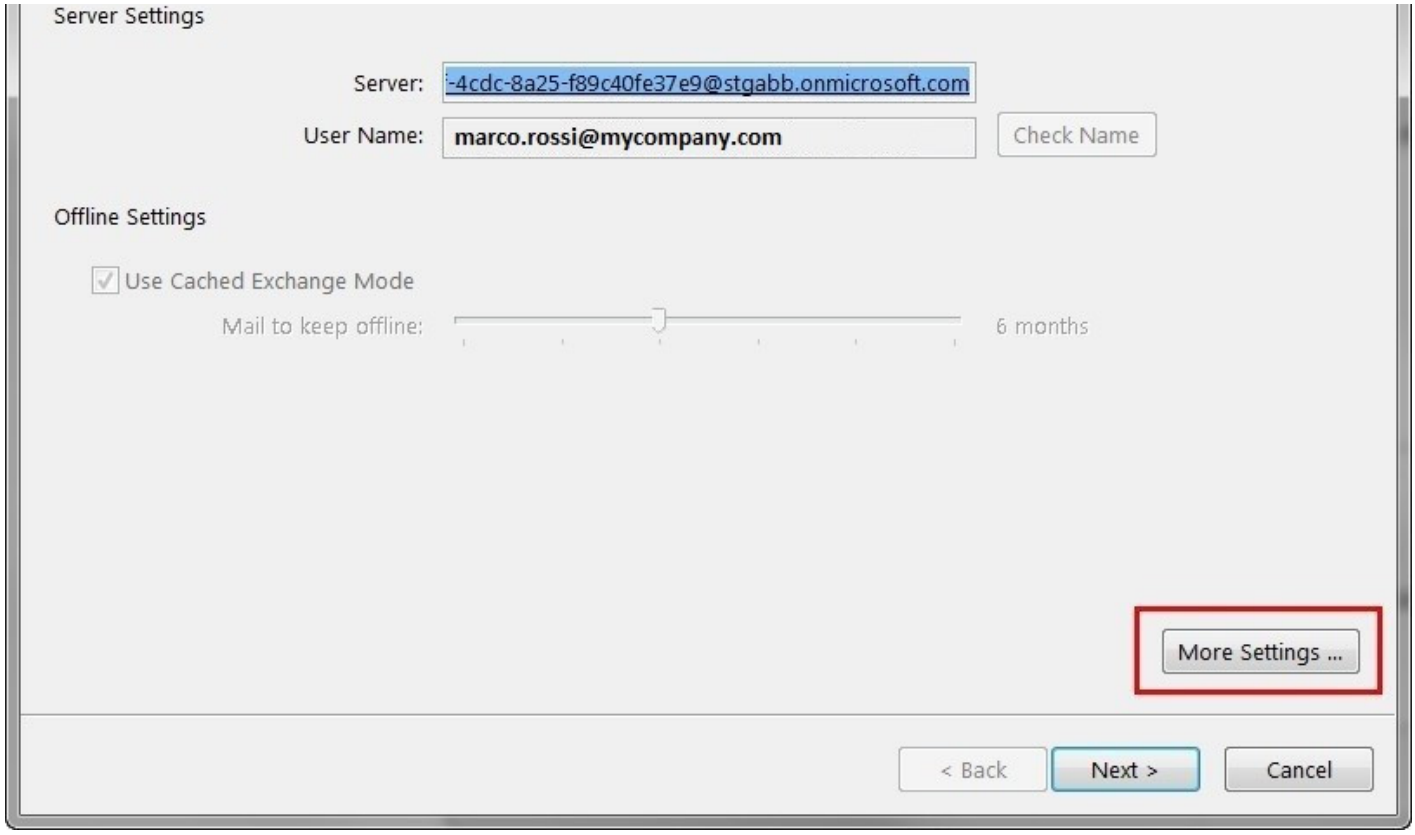
In Outlook, go to **File** > **Account Settings** > **Account Settings**.



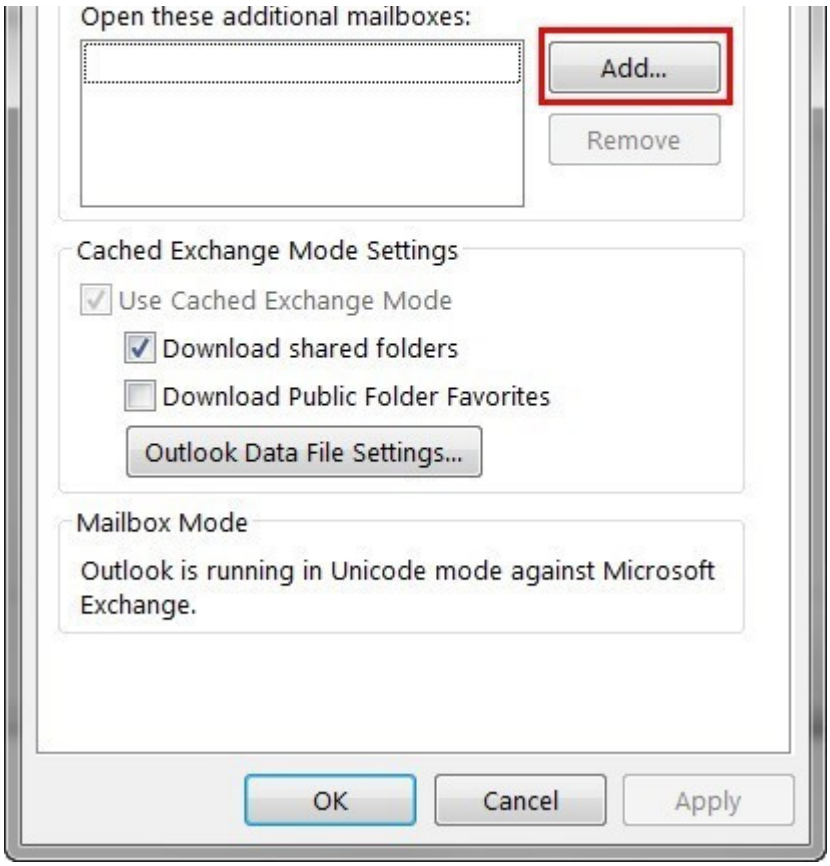
Select your profile and click on Change.



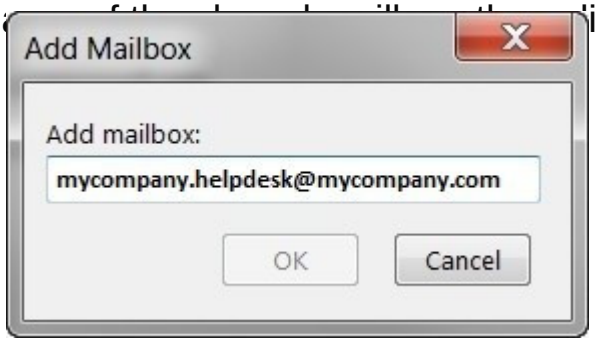
Click on More Settings.



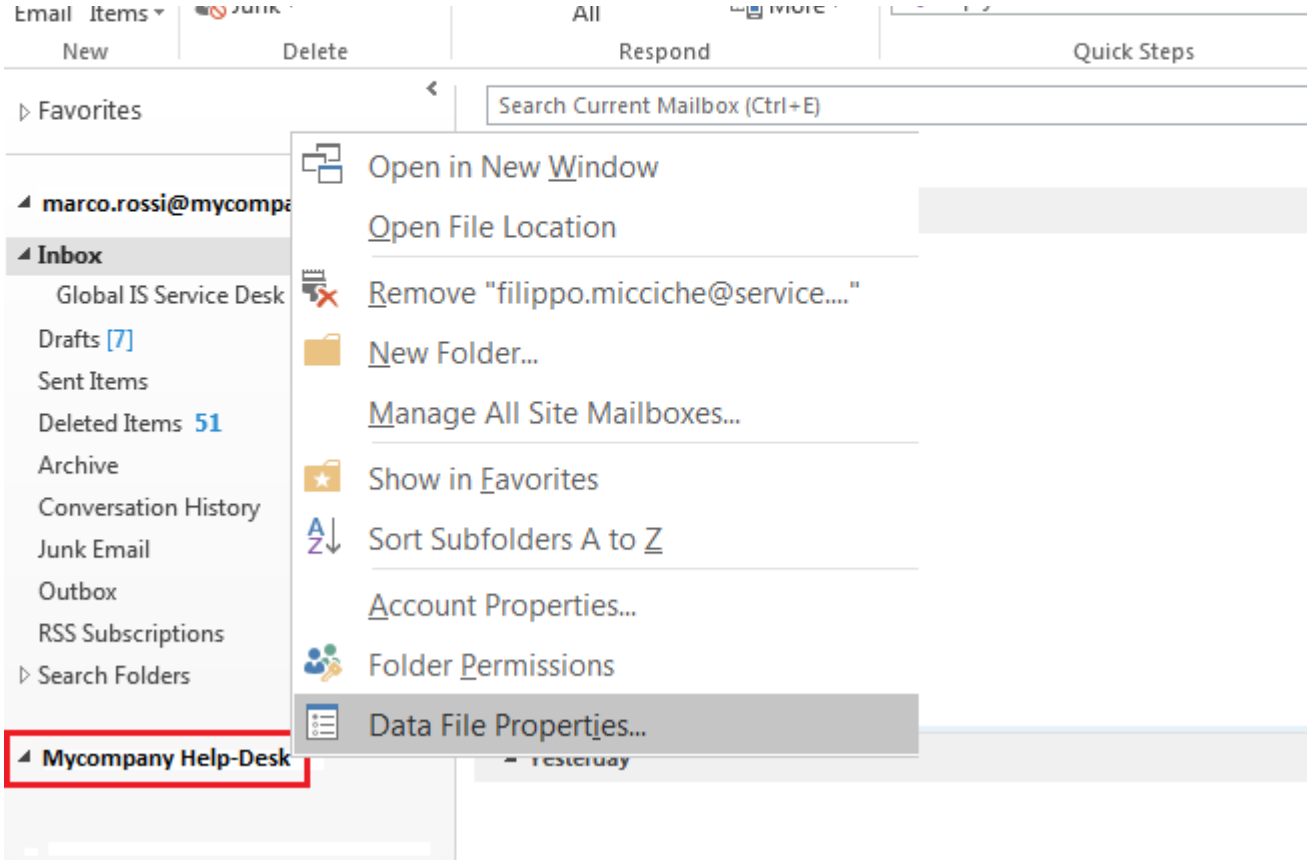
On the Advanced tab, click Add.



Type the email address or n ick OK.



Once configured, the shared mailbox will be automatically available in the left folder pane in Outlook.



Revision #3

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