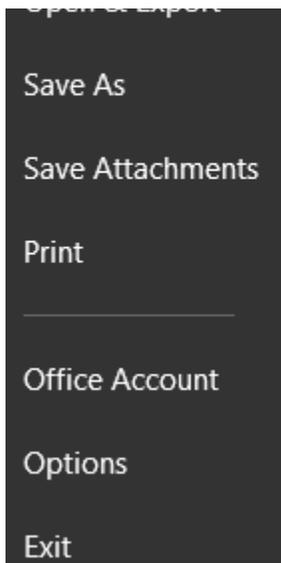


Add an Additional Shared Mailbox in Outlook

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**.



 **marco.rossi@mycompany.com**
Microsoft Exchange

 + Add Account

 **Account Settings** ▾

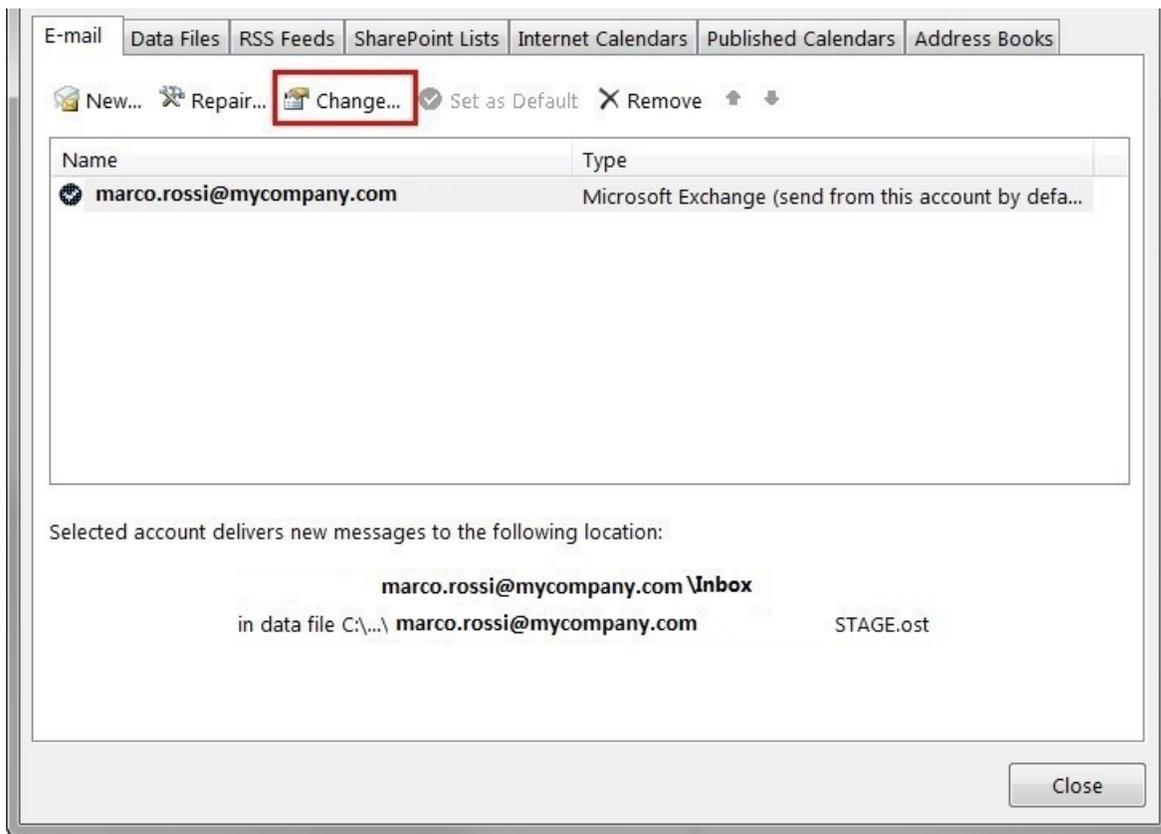
Account and Social
Change settings for this account

- Access this account on the web
<https://outlook.office365.com>

 **Account Settings...**

Add and remove accounts or change existing connection settings.

Select your profile and click on Change.



Click on More Settings.

Server Settings

Server:

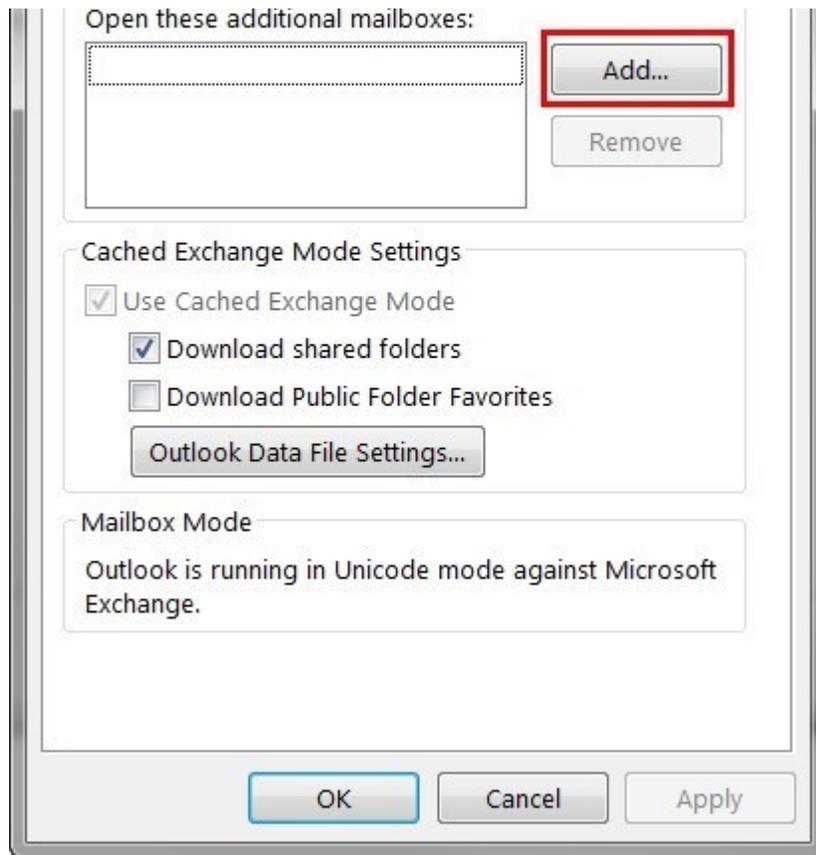
User Name:

Offline Settings

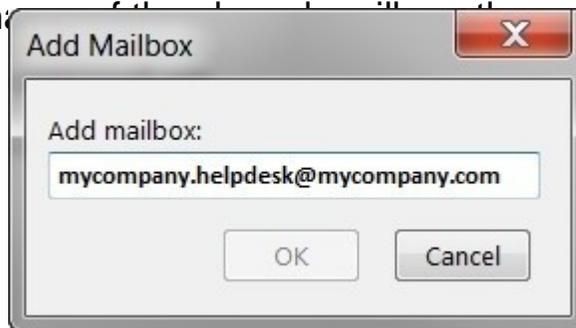
Use Cached Exchange Mode

Mail to keep offline: 6 months

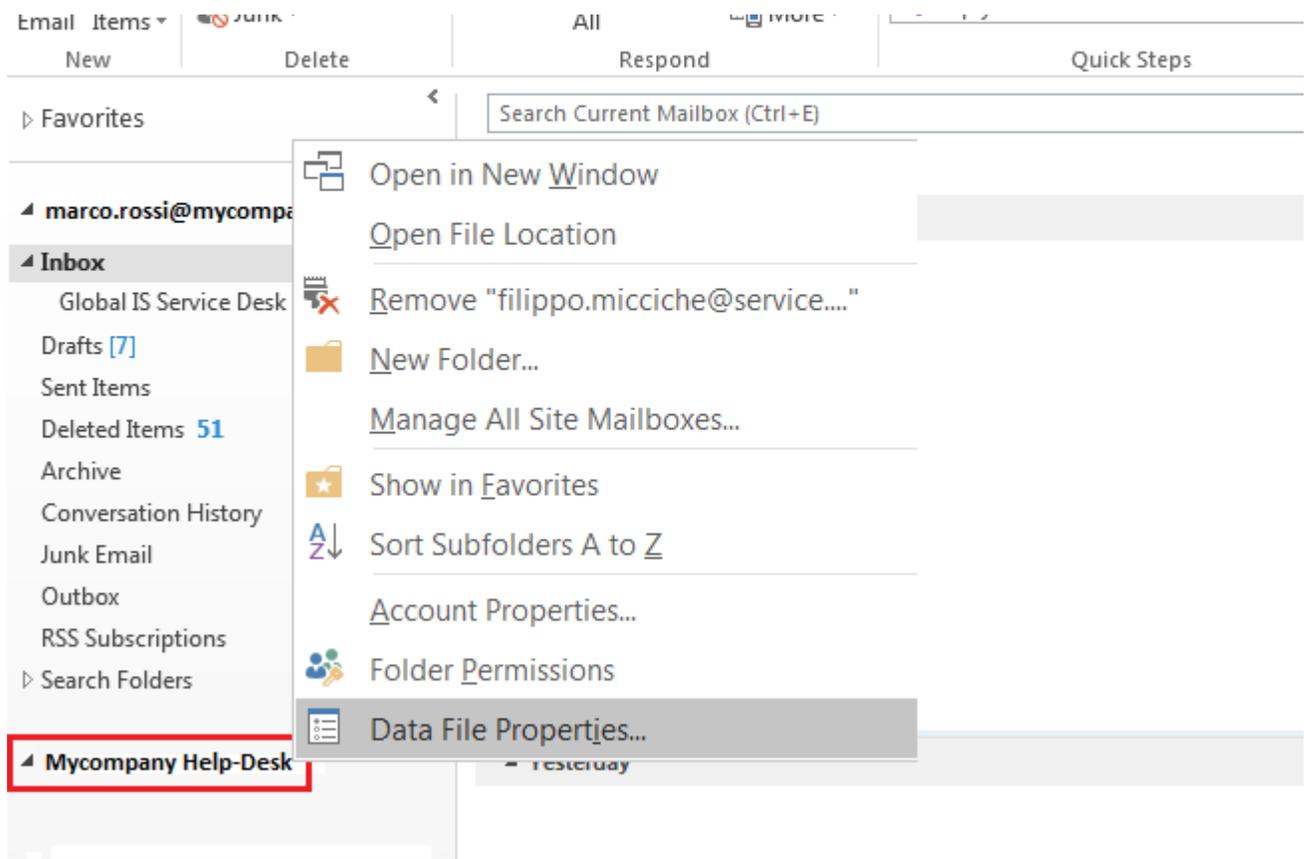
On the Advanced tab, click Add.



Type the email address or name of the mailbox and click OK.



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



Revision #3

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