



Access - Shared Mailbox Outlook (Client)

1. Launch **Outlook Client** and click on the **File** tab. This will open the **Account Information** window.



 In the Account Information window, click on the Account Settings button and the select Account Settings from the drop-down menu.



3. In the **E-Mail Accounts** window, select your account from the list and click the **Change...** button.

	Settings				
E-n. ii Yo	Accounts	account. You can s	select an account and	l change its settings.	
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4. In the **Change Account** dialog box, click the **More Settings** ... button located in the lower right-hand corner..

Server Setti	unt Igs Igs	
User Name: Offline Settir Use C	@hunter.cuny.edu igs ached Exchange Mode Mail to keep offline: 1 year	

5. The Microsoft Exchange dialog box will now be open. Click the Advanced tab.

Microsof	t Exchange			×
General	Advanced	Security		
Mailbox				
	@hunter.cur	ny.edu		
		ОК	Cancel	Apply

6. In the **Advanced** tab, click the **Add...** button in the **Mailboxes** section of the dialog box.

Microsoft Exchange	×
General Advanced Security	
Mailboxes	
Open these additional mailboxes:	
Add	
Remove	
Cached Exchange Mode Settings	
Use Cached Exchange Mode	
Download shared folders	
Download Public Folder Favorites	
Outlook Data File Settings	
Mailbox Mode	
Outlook is running in Unicode mode against Microsoft Exchange.	
OK Cancel Ar	vlad

7. Click in the Add Mailbox: text box and type the name of the shared mailbox you would like to add. Please note, this is a <u>keyword</u> search, therefore a partial name search is ok. Then click the OK button.

Add Mailbox		×
Add mail ox: icit		
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8. Select the shared mailbox you would like to access from the list in the **Change to** results box. Click the **OK** button. On the next dialog box, click the **OK** button again.

	Microsoft Exchang X
Select the shared mailbox.	General Advanced Security Mailboxes Open these additic hal mailboxes: HTR ICIT-Time-Lea e Add Remove
More than one potential match has been foind for: icit Changi to HTR icit_lic HTR icit-outage HTR icit-outage HTR icit-outage-no-reply HTR ICiT-Time-Leave HTR-icitdir	Cached Exchange Mo le Settings Use Cached Exchange Mode Download sha ed folders Download Pub c Folder Favorites Outlook Data Fill Settings Mailbox Mode Outlook is running in Unicode mode against Microsoft Exchange.
OK Cancel	OK Cancel Apply

9. Click the **Next** button.

Change Account	×
Server Settings Enter the Microsoft Exchange Server settings for your account.	Ť
User Name: Ohunter.cuny.edu Offline Settings Use Cached Exchange Mode Mail to keep offline: 1 year	More Settings
< Back N	lext > Cancel

10. On the **Change Account** dialog box, click the **Finish** button.



11. Click the **Close** button.



12. You will now see and have access to the newly added shared mailbox!

