INSTRUCTIONAL COMPUTING & INFORMATION TECHNOLOGY
Engage the Students. Infuse the Curriculum.
Empower the Faculty. Enhance the Administrative Process.
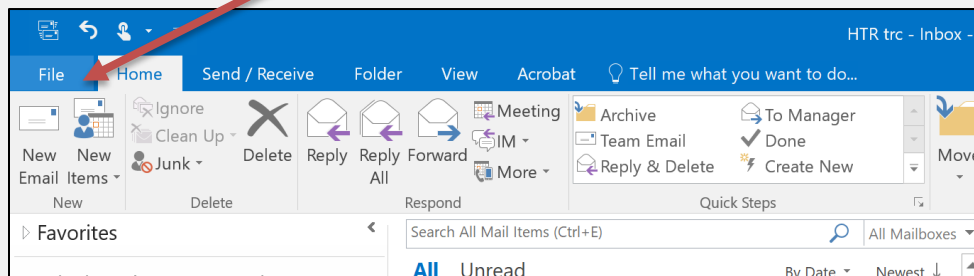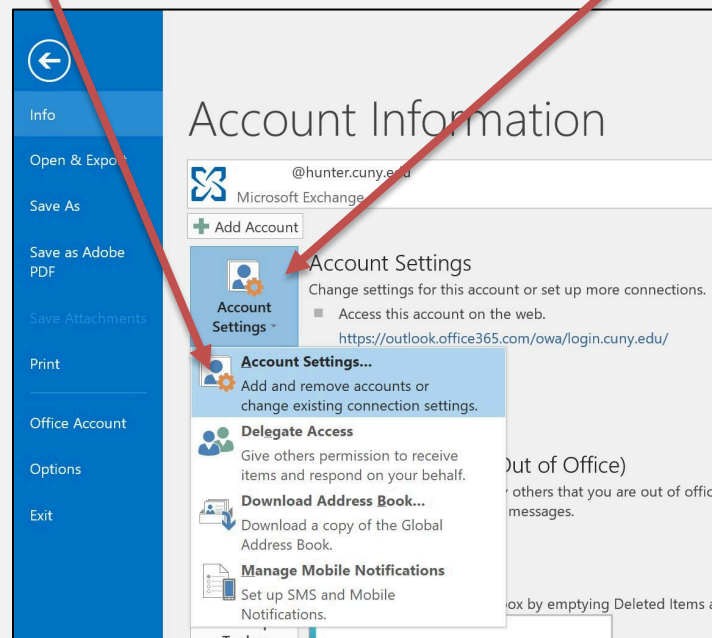
TECHNOLOGY RESOURCE CENTER
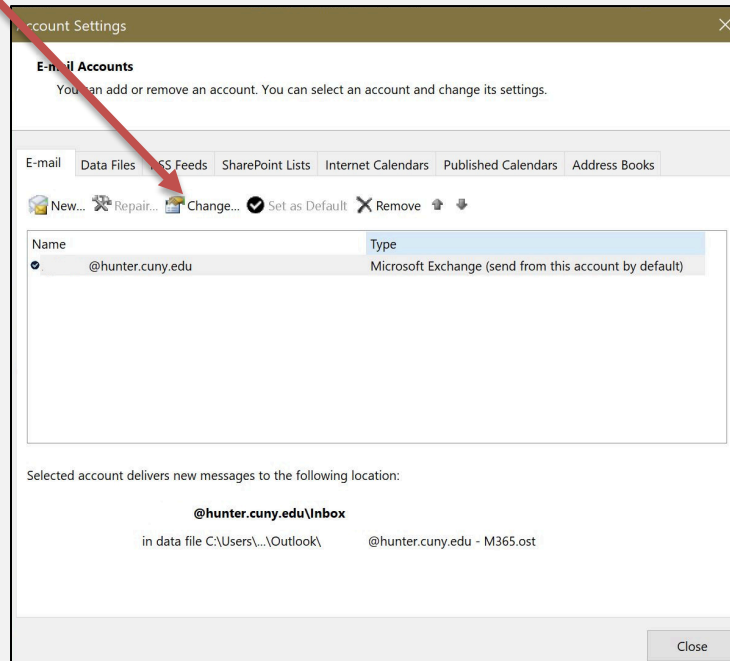
Access - Shared Mailbox Outlook (Client)

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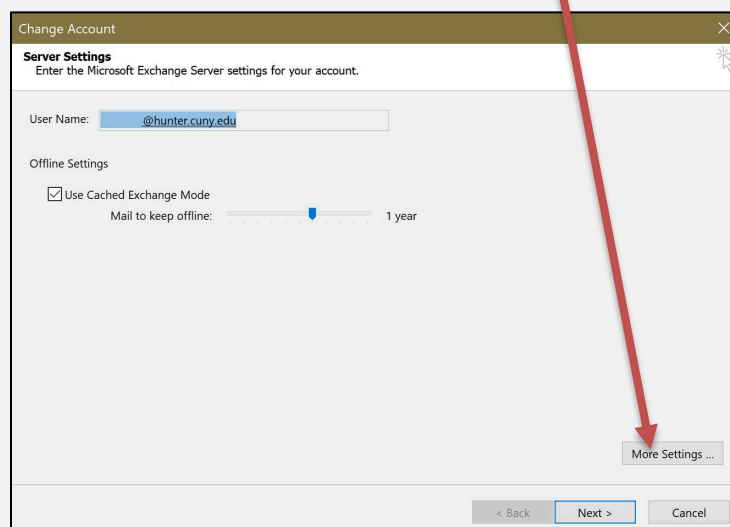

2. In the **Account Information** window, click on the **Account Settings** button and the select **Account Settings** from the drop-down menu.
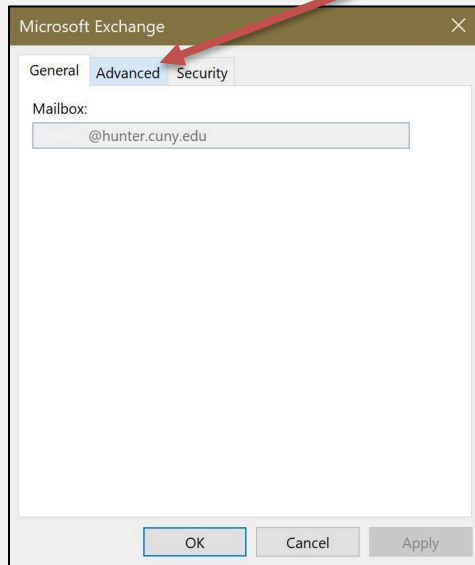
3. In the **E-Mail Accounts** window, select your account from the list and click the **Change…** button.
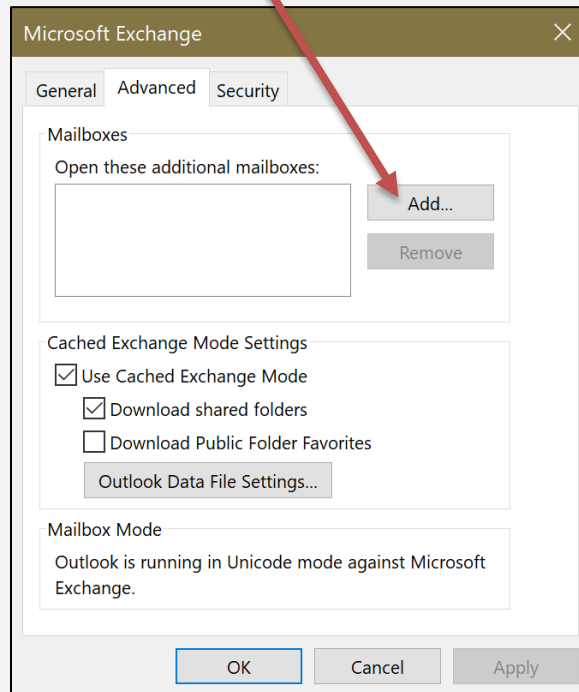

4. In the **Change Account** dialog box, click the **More Settings …** button located in the lower right-hand corner..
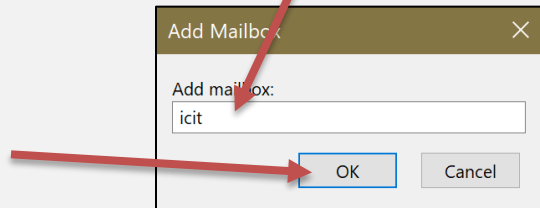
5. The **Microsoft Exchange** dialog box will now be open. Click the **Advanced** tab.

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

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.
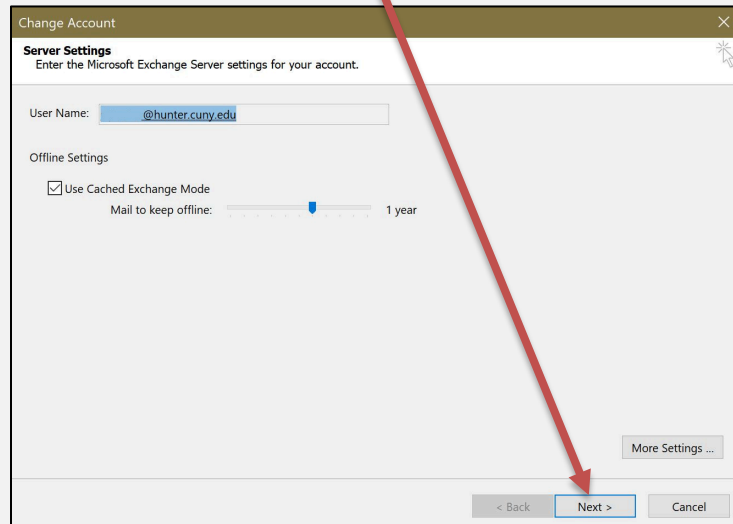
8. Select the shared mailbox you would like to access from the list in the **Change to** results box. Click the **OK** button. On the next dialog box, click the **OK** button again.
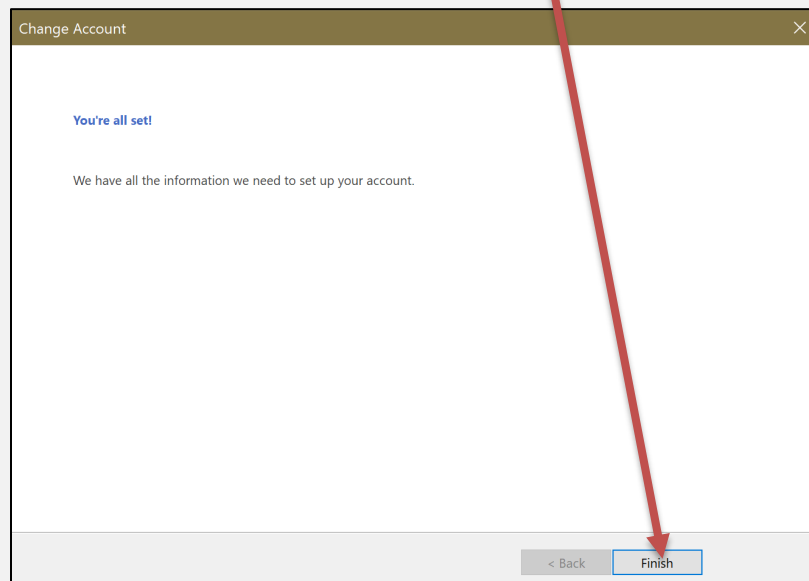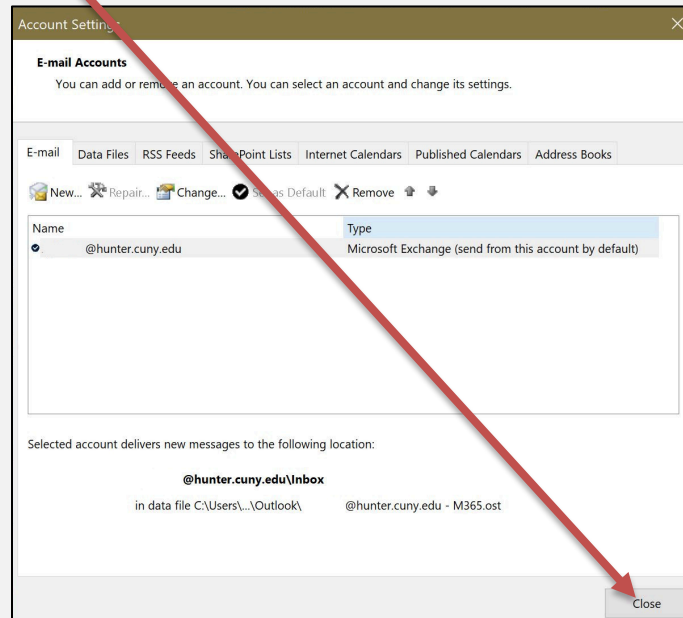
Select the shared mailbox.
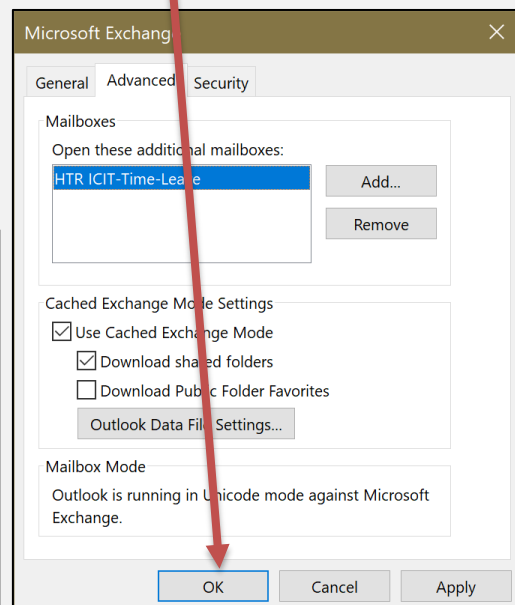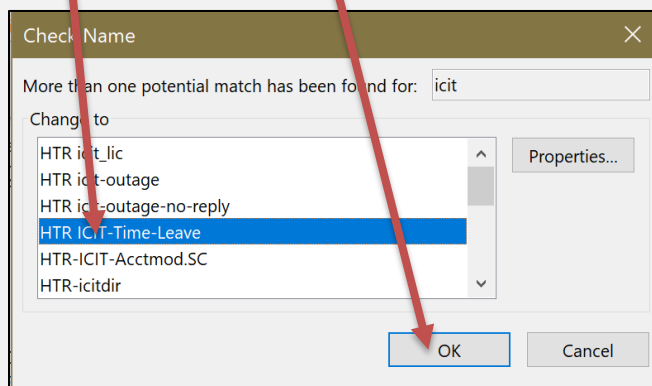
9. Click the **Next** button.

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!