INSTRUCTIONAL COMPUTING *&* INFORMATION TECHNOLOGY
Engage the Students. Infuse the Curriculum.
Empower the Faculty. Enhance the Administrative Process.
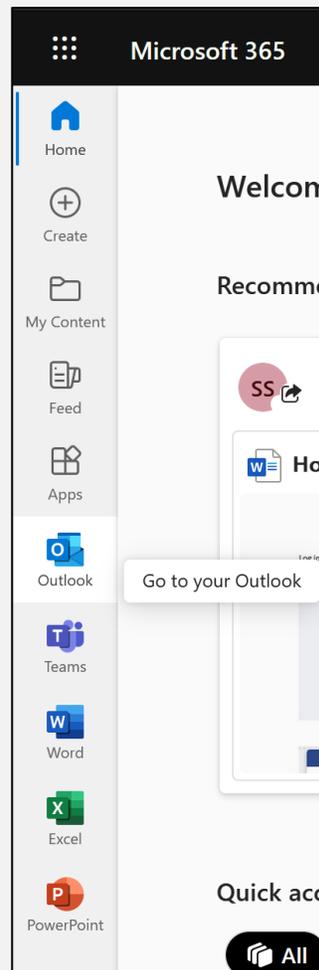
TRC TECHNOLOGY RESOURCE CENTER

Access - Shared Mailbox Outlook (Web)

This systematic guide will instruct you on how to add a shared mailbox to the web version (Microsoft 365) of Outlook.
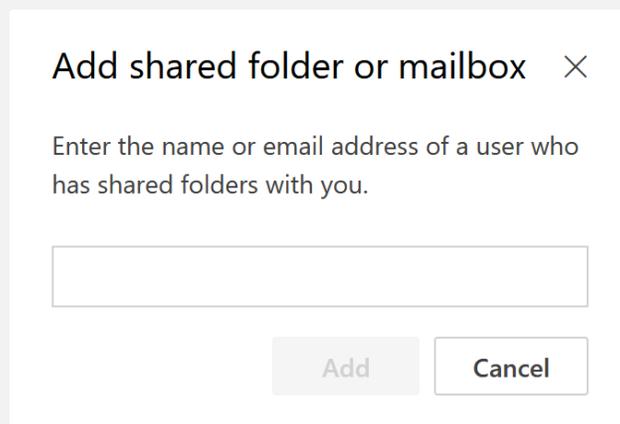
1. Sign into your **Microsoft M365** account and select the **Outlook** app from the list of available applications on the left-hand side menu.
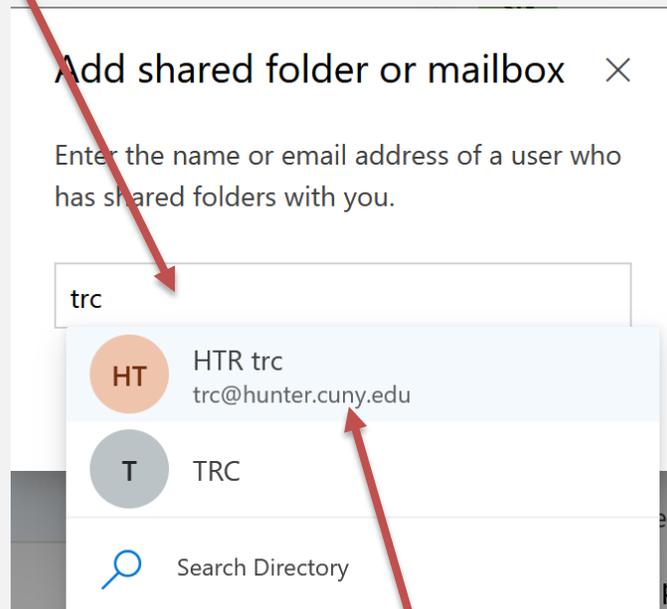
2. To add a shared mailbox, <u>right-click</u> **Folders** in the left navigation pane, and then choose **Add shared folder or mailbox**.
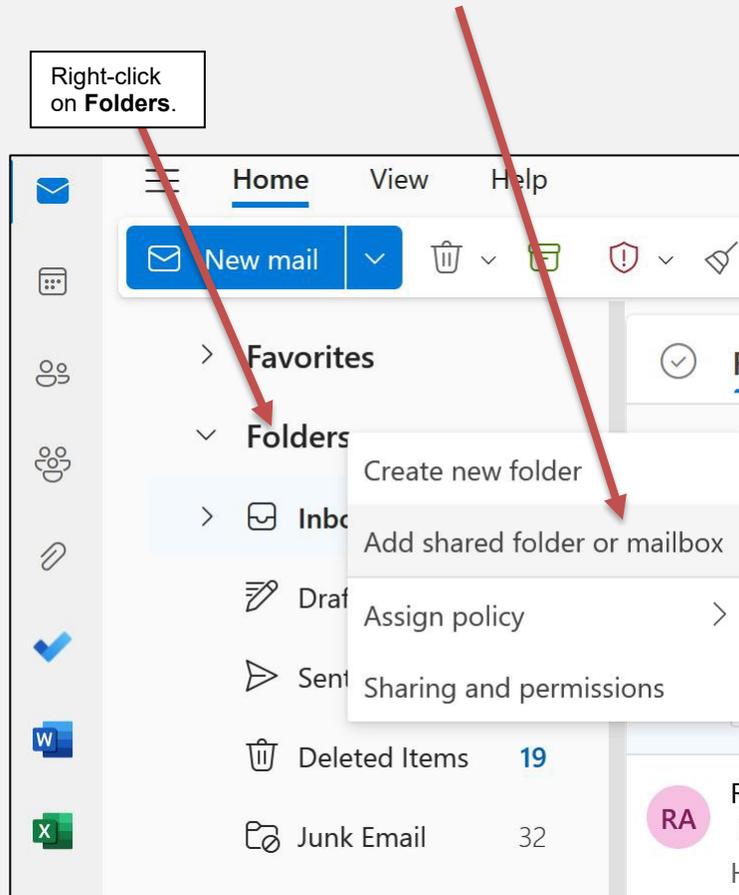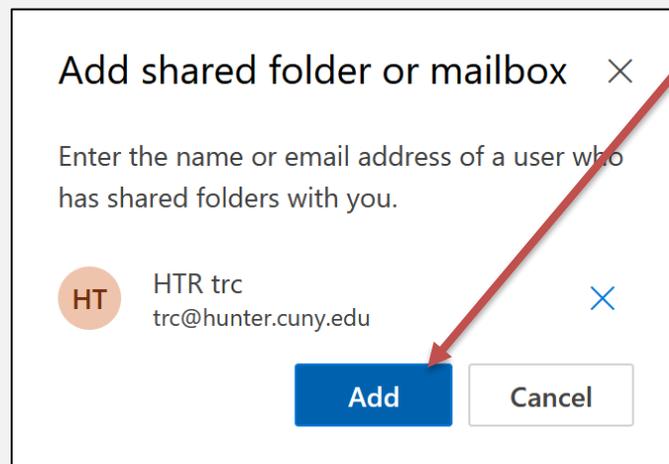

3. The Add shared folder or mailbox dialog box will then be displayed.

4. In the text field, type in the name of the shared mailbox you word like to add. As you type, the drop selection menu will appear and will automatically populate.

Add shared folder or mailbox ✕

Enter the name or email address of a user who has shared folders with you.

```
trc
```

HT   HTR trc
      trc@hunter.cuny.edu

T   TRC

🔍   Search Directory

5. Select your mailbox from the drop-down list, and then click on the **Add** button below.

Add shared folder or mailbox ✕

Enter the name or email address of a user who has shared folders with you.

HT   HTR trc
      trc@hunter.cuny.edu   ✕

Add   Cancel

6. You should now see your shared mailbox in the left-hand side mailbox/folders list!

   *Please note, you may have to scroll down this list to see the newly added mailbox.