

ABC Helpdesk

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Outlook: Add Shared Mailbox to Outlook - Onsite Exchange

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Add Shared Mailbox to Outlook

In Outlook click 'File', and then click 'Add Account'

A screenshot of a button with a green plus sign icon and the text 'Add Account' in a light gray box.

Enter the name of the mailbox in 'Your Name' section, and enter the email address of the account. No password is required for the additional mailbox.

Click Next and you should receive three green ticks, click 'Finish' and restart Outlook.

Once open you should see the additional mailbox in the left-hand menu.