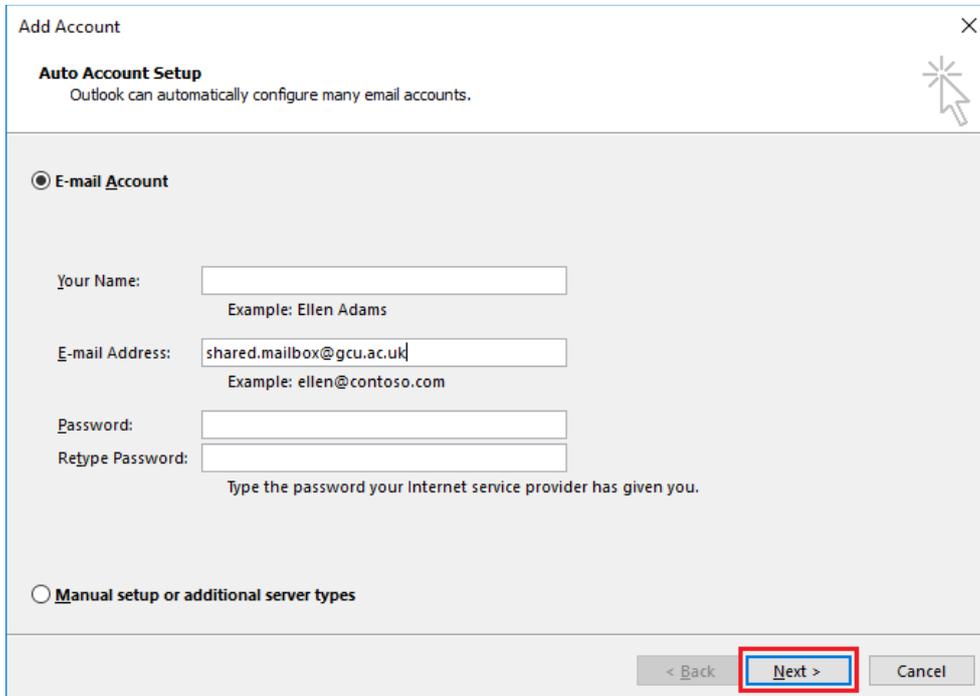


Add Shared Mailbox as Additional Account Outlook 2016

1. Click the **File** tab and then click **Add Account**.
2. Enter the email address of the shared mailbox and click **Next**. If you get prompted to sign in, enter your own username followed by @gcu.ac.uk and domain password.



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

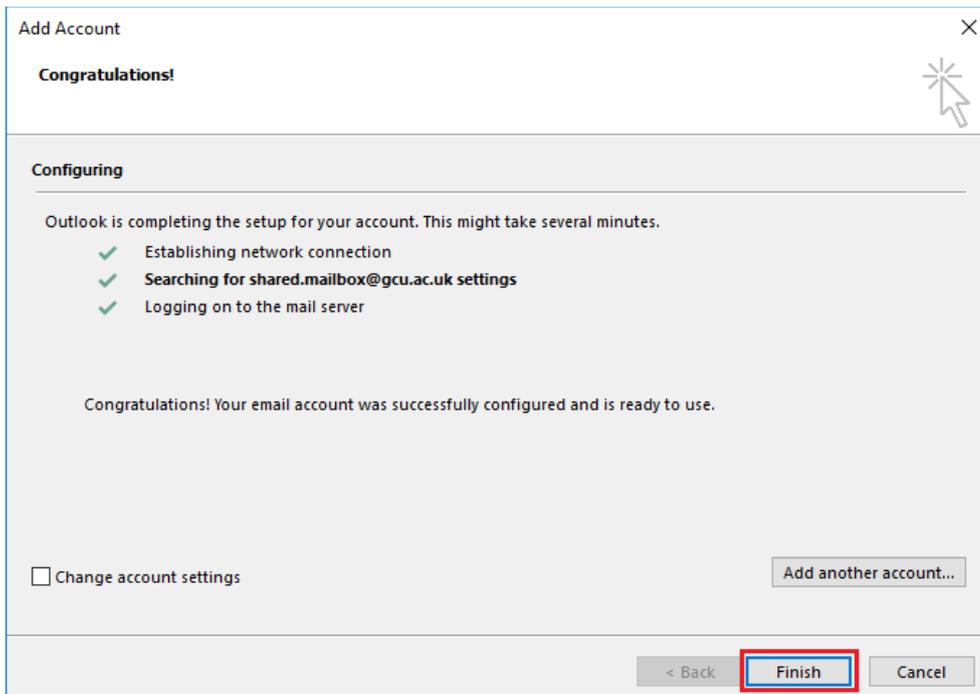
E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

3. Click **Finish**.



Add Account

Congratulations!

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for shared.mailbox@gcu.ac.uk settings
- ✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

Change account settings

< Back **Finish** Cancel

4. Restart Outlook and the shared mailbox will be added to your folder list.