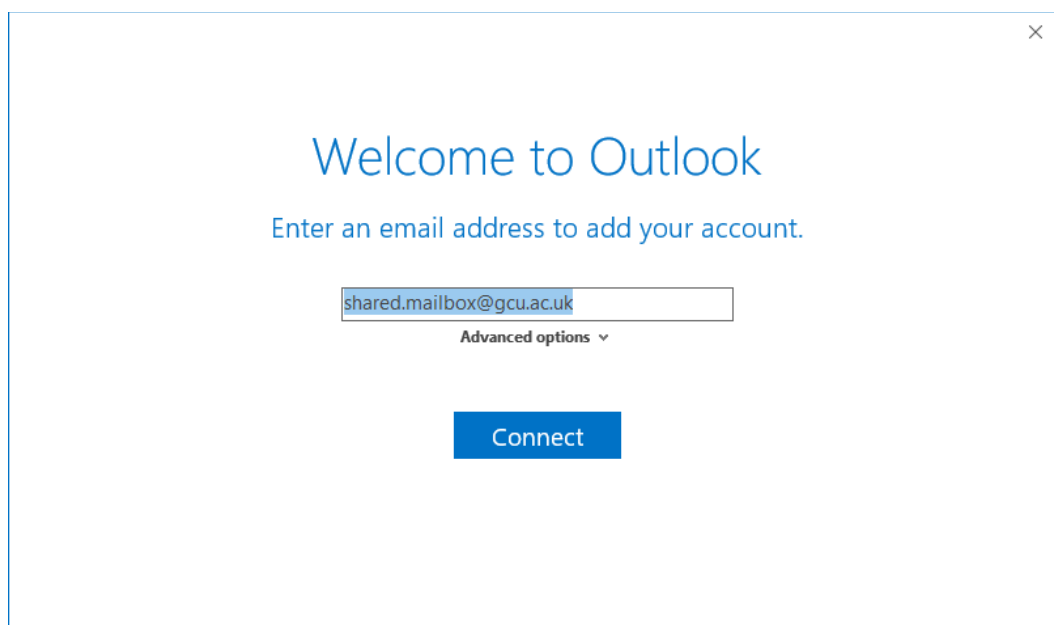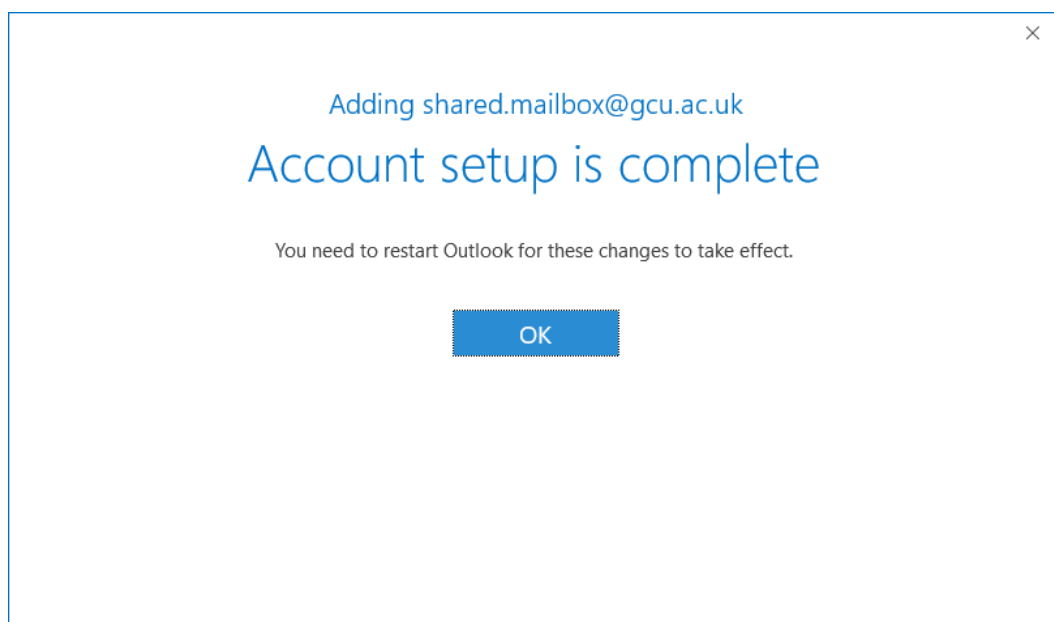# Add Shared Mailbox as Additional Account Outlook 2019

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

3. Click **OK**.

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