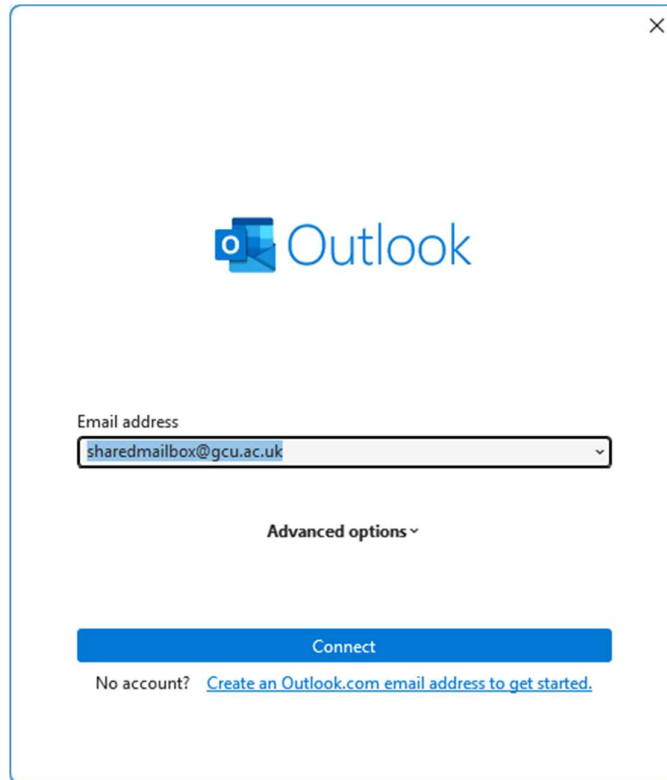


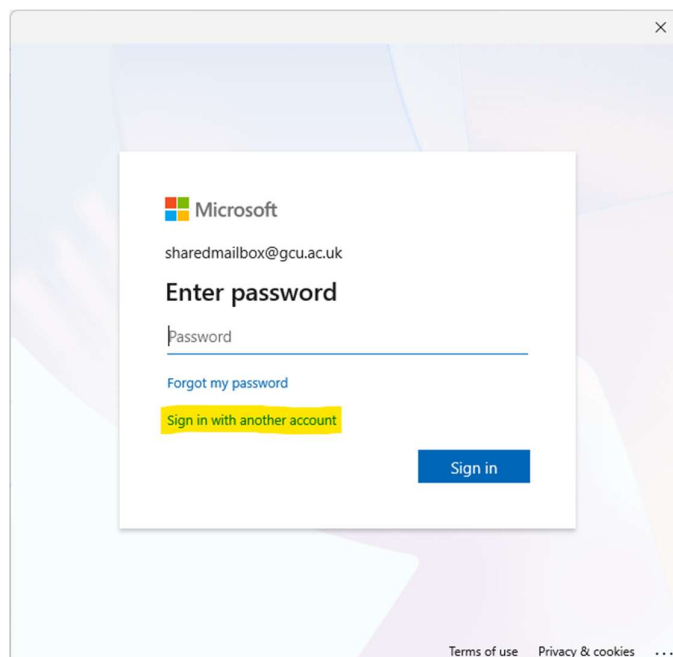
Add Shared Mailbox as Additional Account Classic Outlook

1. Click the **File** tab and then click **Add Account**.
2. Enter the email address of the shared mailbox and click **Connect**.



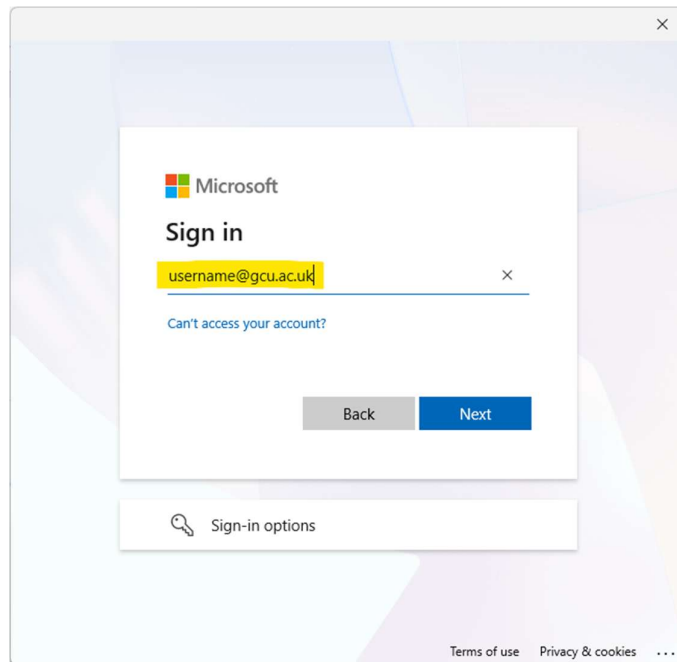
The image shows the 'Add Account' dialog box in Microsoft Outlook. At the top is the Outlook logo. Below it is a text box labeled 'Email address' containing the text 'sharedmailbox@gcu.ac.uk'. Underneath the text box is a link that says 'Advanced options' with a downward arrow. At the bottom is a large blue button labeled 'Connect'. Below the button is a link that says 'No account? Create an Outlook.com email address to get started.'

3. When prompted to sign in, click **sign in with another account**.

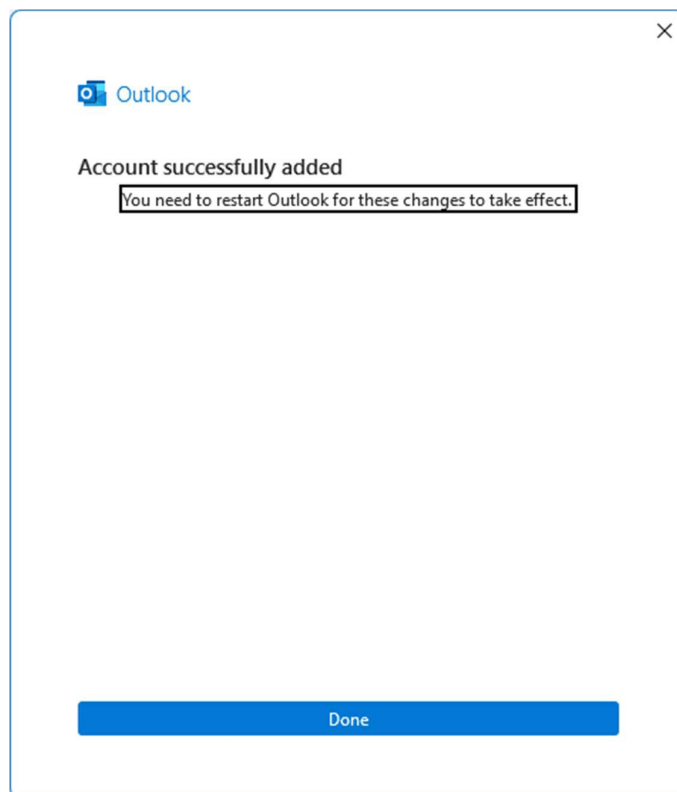


The image shows a Microsoft sign-in dialog box. At the top is the Microsoft logo. Below it is the email address 'sharedmailbox@gcu.ac.uk'. The main heading is 'Enter password'. Below this is a password input field. Under the password field is a link that says 'Forgot my password'. Below that is a link that says 'Sign in with another account' which is highlighted in yellow. At the bottom right is a blue button labeled 'Sign in'. At the very bottom of the dialog box are links for 'Terms of use', 'Privacy & cookies', and a three-dot menu.

4. Enter your own username followed by @gcu.ac.uk, click next and follow the prompts to sign in to M365 with your own account.



5. Click **Done**.



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