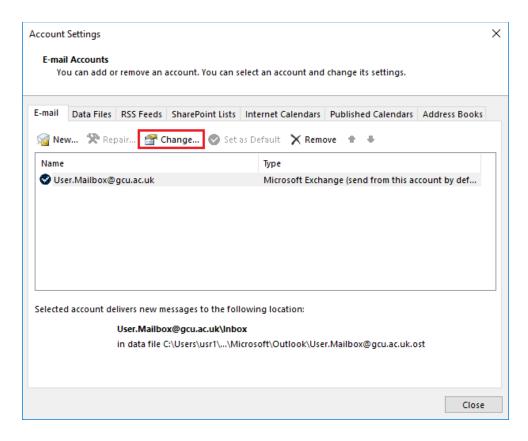
Add Shared Mailbox as Additional Mailbox Outlook 2016/2019

- 1. Click the File tab and then click Accounts Settings > Account Settings.
- 2. Under the E-mail tab make sure your own account is selected and click Change.



3. Click More Settings.

Change Acco	ount	×
Server Se Enter t	ettings the Microsoft Exchange Server settings for your account.	***
User Name:	<u>User.Mailbox@gcu.ac.uk</u>	
Offline Setti	ings	
⊡ Use C	Cached Exchange Mode Mail to keep offline:	1 year
	< Back	More Settings

4. Click on the Advanced tab. Uncheck Download shared folders if it's checked and click Add.

Microsoft	Exchange		\times		
General	Advanced	Security			
Mailboxes					
Open t	hese additio	onal mailboxes:	- 11		
		Add			
		Remove	Ĩ		
Cached Exchange Mode Settings					
Use Cached Exchange Mode					
		hared folders			
Download Public Folder Favorites					
0	utlook Data	File Settings			
Mailbox Mode					
Outlook is running in Unicode mode against Microsoft Exchange.					
		OK Cancel Appl	у		

5. Enter the email address of the shared mailbox and click **OK**.

Add Mailbox	×
Add mailbox: shared.mailbox@gcu.ac.uk	
OK Cancel	

6. Click **OK** then **Next**, **Finish** and **Close**. Restart Outlook and the mailbox should then appear on your folder list.