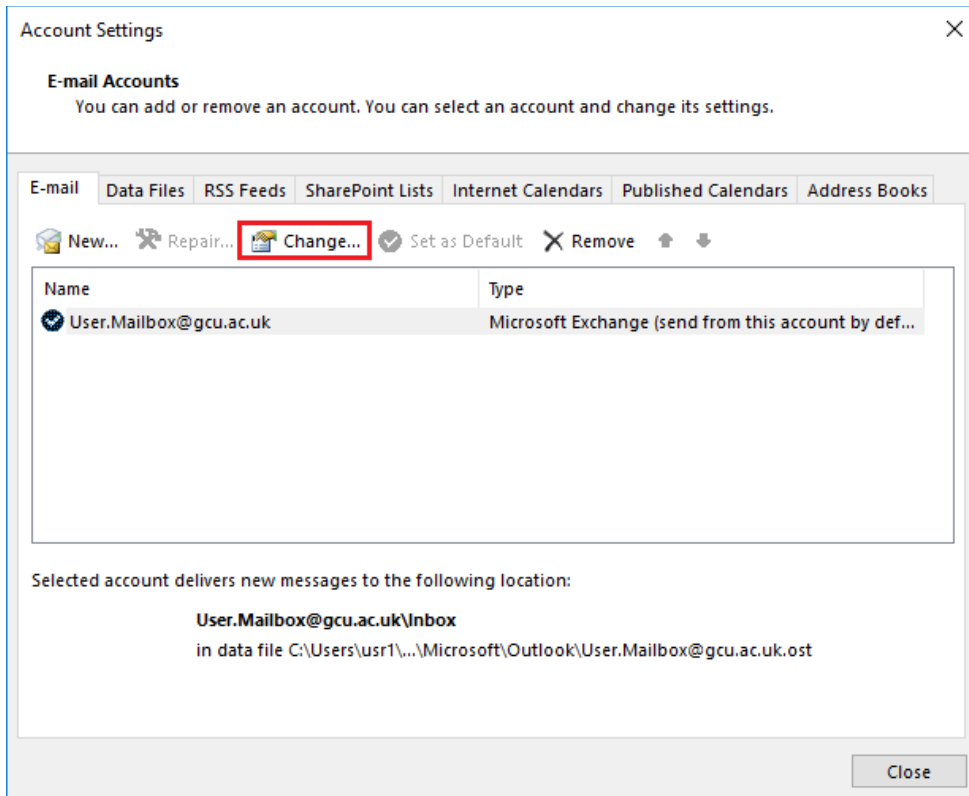
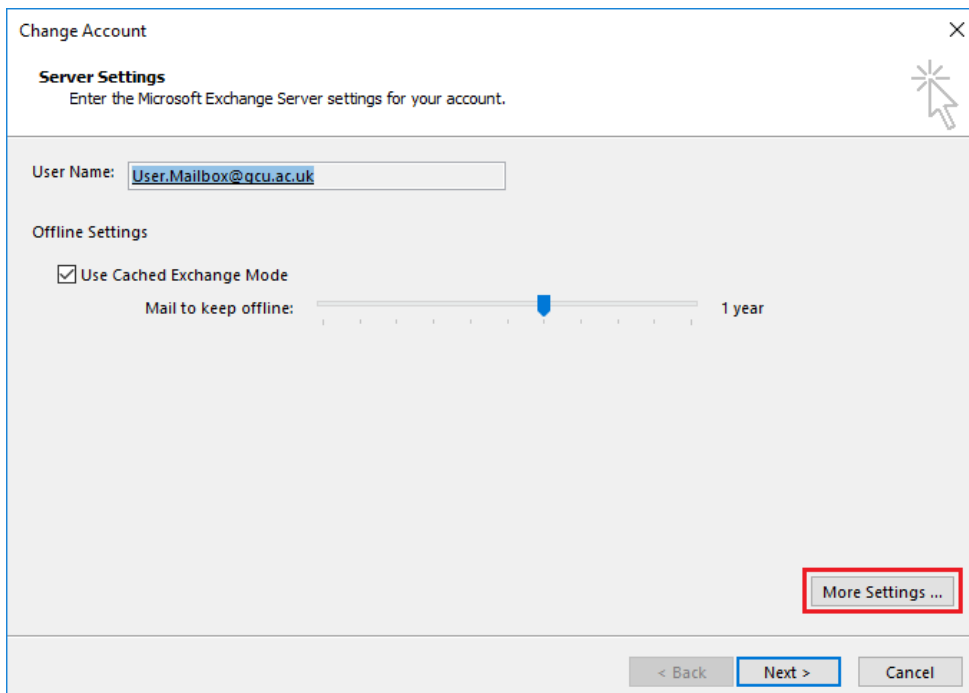


## Add Shared Mailbox as Additional Mailbox Outlook 2016/2019

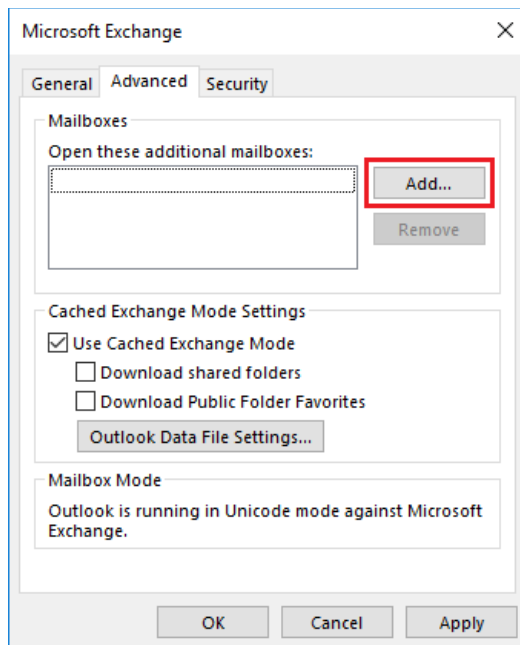
1. Click the **File** tab and then click **Accounts Settings > Account Settings**.
2. Under the E-mail tab make sure your own account is selected and click **Change**.



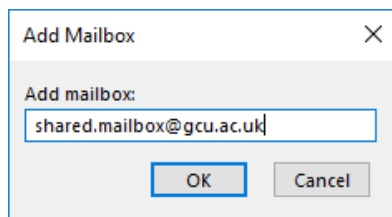
3. Click **More Settings**.



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



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



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