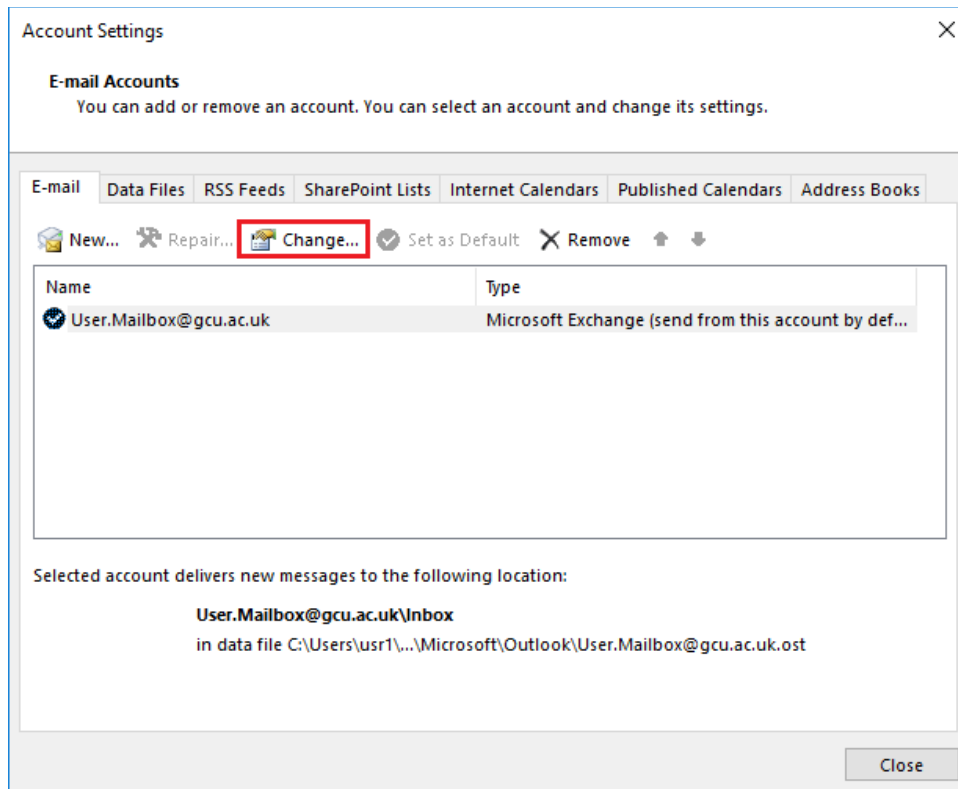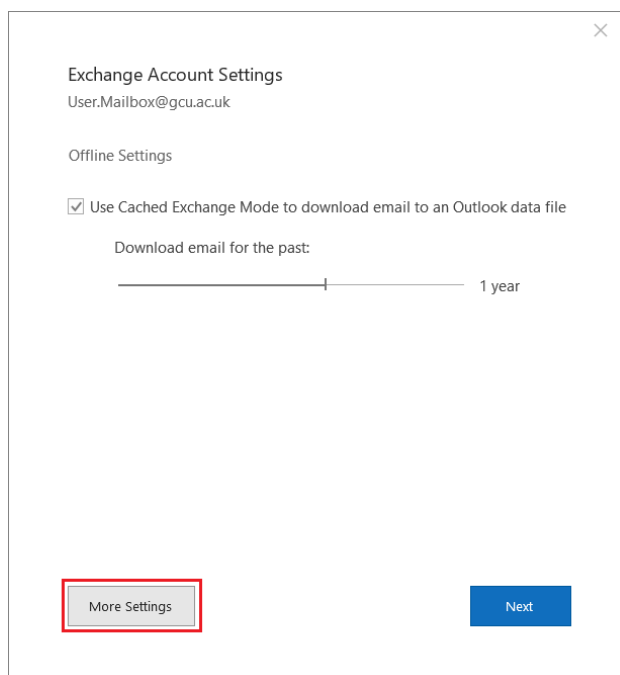# Add Shared Mailbox as Additional Mailbox Outlook for M365
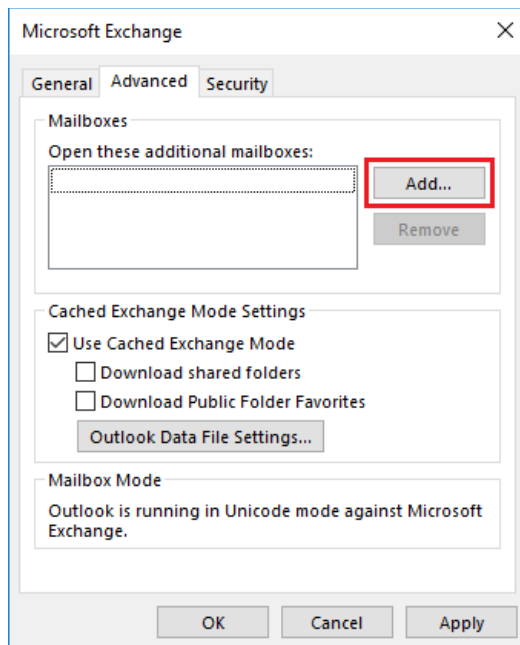
1. Click the **File** tab and then click **Accounts Settings** > **Account Settings**.
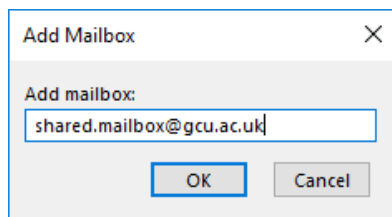2. Under the E-mail tab make sure your own account is selected and click **Change**.

3. Click **More Settings**.

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

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

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