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.

	\times
Exchange Account Settings User.Mailbox@gcu.ac.uk	
Offline Settings	
✓ Use Cached Exchange Mode to download email to an Outlook data file	
Download email for the past:	
1 year	
More Settings Next	

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

Microsoft	Exchange		×		
General	Advanced	Security			
Mailbo	xes				
Opent	hese additio	nal mailboxes:			
		Remo	ve		
Cached Exchange Mode Settings					
Use Cached Exchange Mode					
Download shared folders Download Public Folder Favorites					
C	utlook Data I	File Settings			
Mailbo	x Mode				
Outlook is running in Unicode mode against Microsoft Exchange.					
		OK Cancel	Apply		

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

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

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