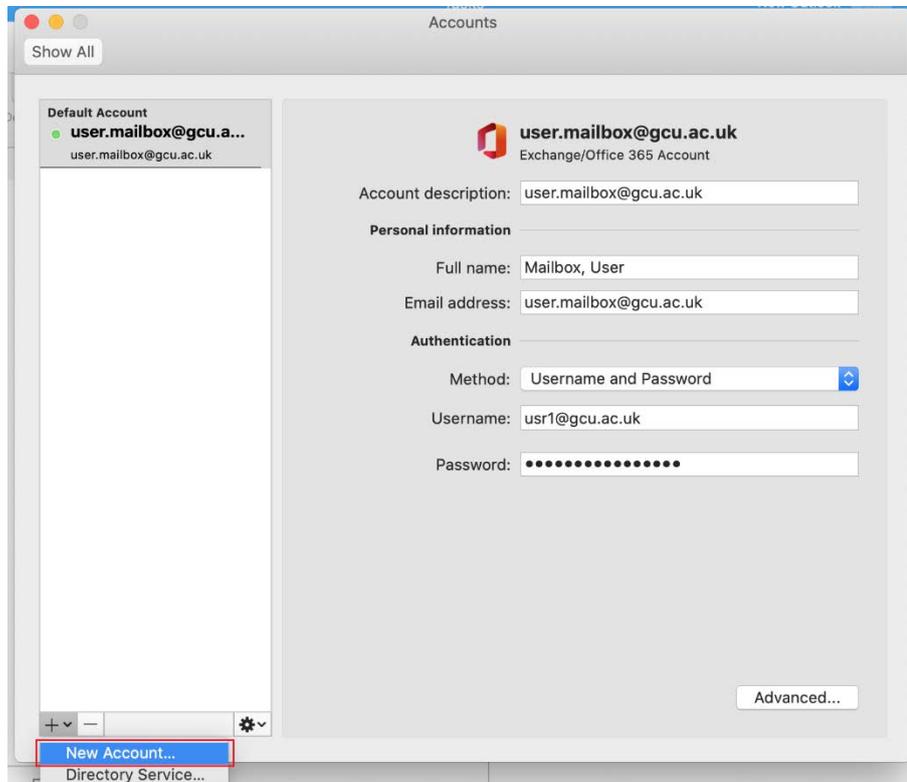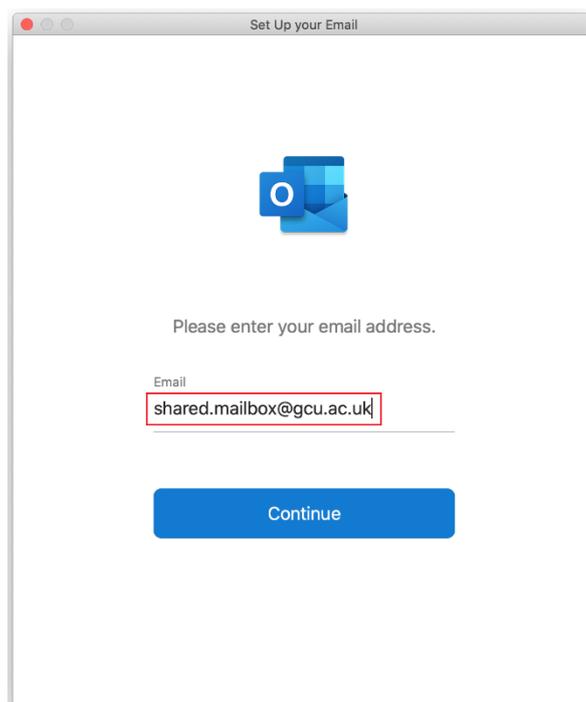# Add Shared Mailbox as Additional Account Outlook for Mac
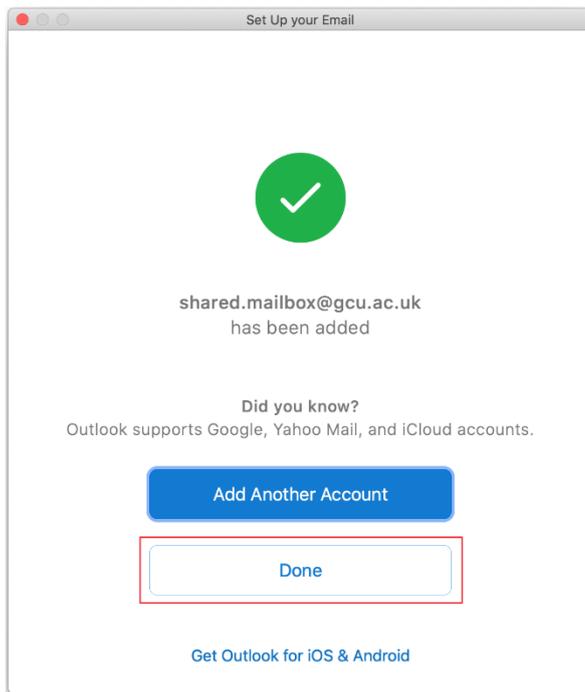
1. Click **Tools** > **Accounts**
2. Click on the **+** sign and then click **New Account**

3. Enter the email address of the shared mailbox, click **Continue** and sign in with your own username and password when prompted.

4. Click **Done**.

5. Click **Advanced** and check **Sync shared mailbox**.
6. Close the **Accounts** window and the shared mailbox should appear on your folder list.