Add Shared Mailbox as Additional Account Outlook for Mac

- 1. Click **Tools** > **Accounts**
- 2. Click on the + sign and then click **New Account**

Default Account user.mailbox@gcu.a user.mailbox@gcu.ac.uk	0	user.mailbox@gcu.ac.uk Exchange/Office 365 Account
	Account description:	user.mailbox@gcu.ac.uk
	Personal information	
	Full name:	Mailbox, User
	Email address:	user.mailbox@gcu.ac.uk
	Authentication	
	Method:	Username and Password
	Username:	usr1@gcu.ac.uk
	Password	
	Fassword.	
		Advanced

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

Set Up vour Email
0
Discos antenario antella dalera
Please enter your email address.
Email
shared.mailbox@gcu.ac.uk
Continue

4. Click **Done**.

Set Up your Email
shared.mailbox@gcu.ac.uk
Did you know?
Outlook supports Google, Yanoo Mali, and ICloud accounts.
Add Another Account
Done
Get Outlook for iOS & Android

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