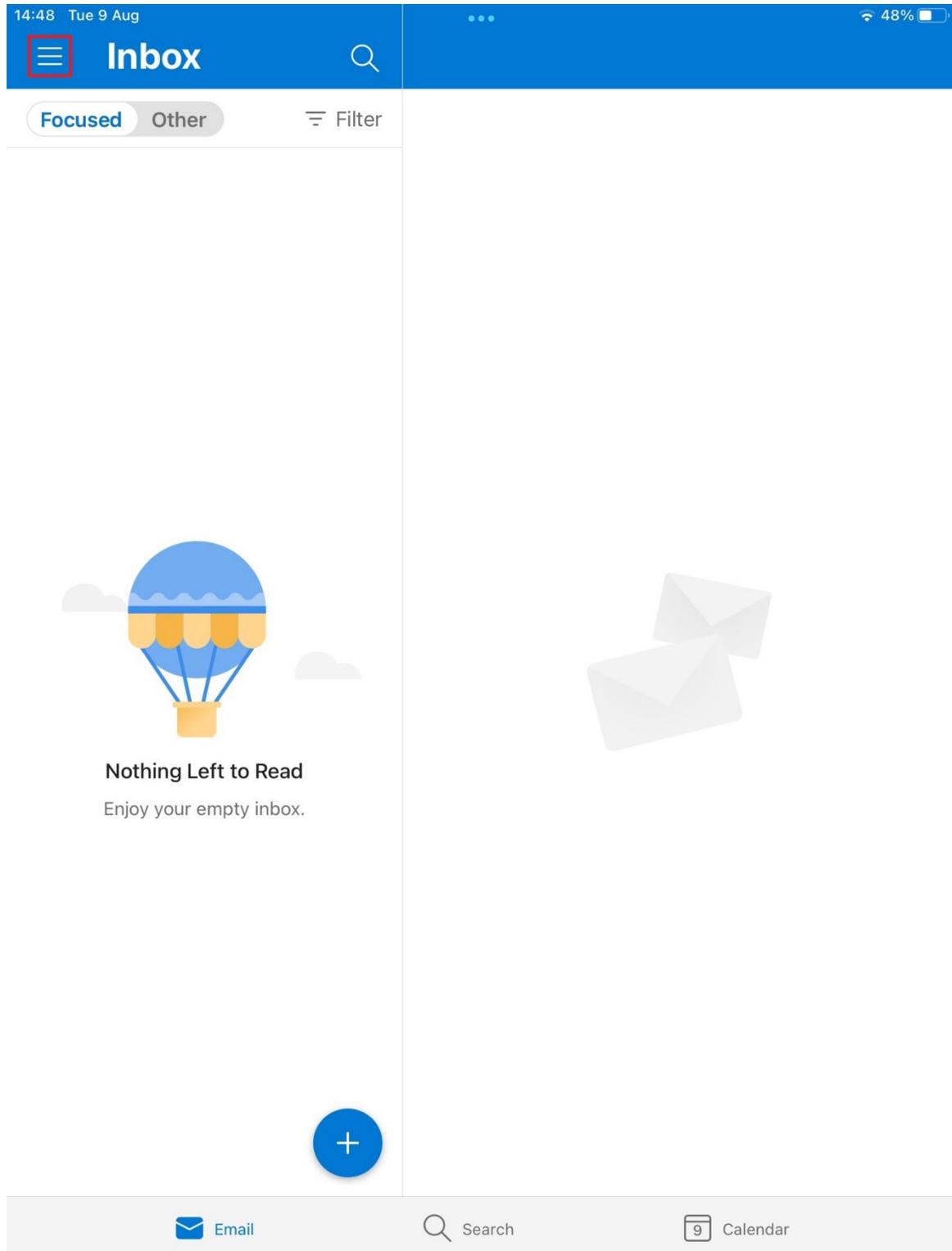
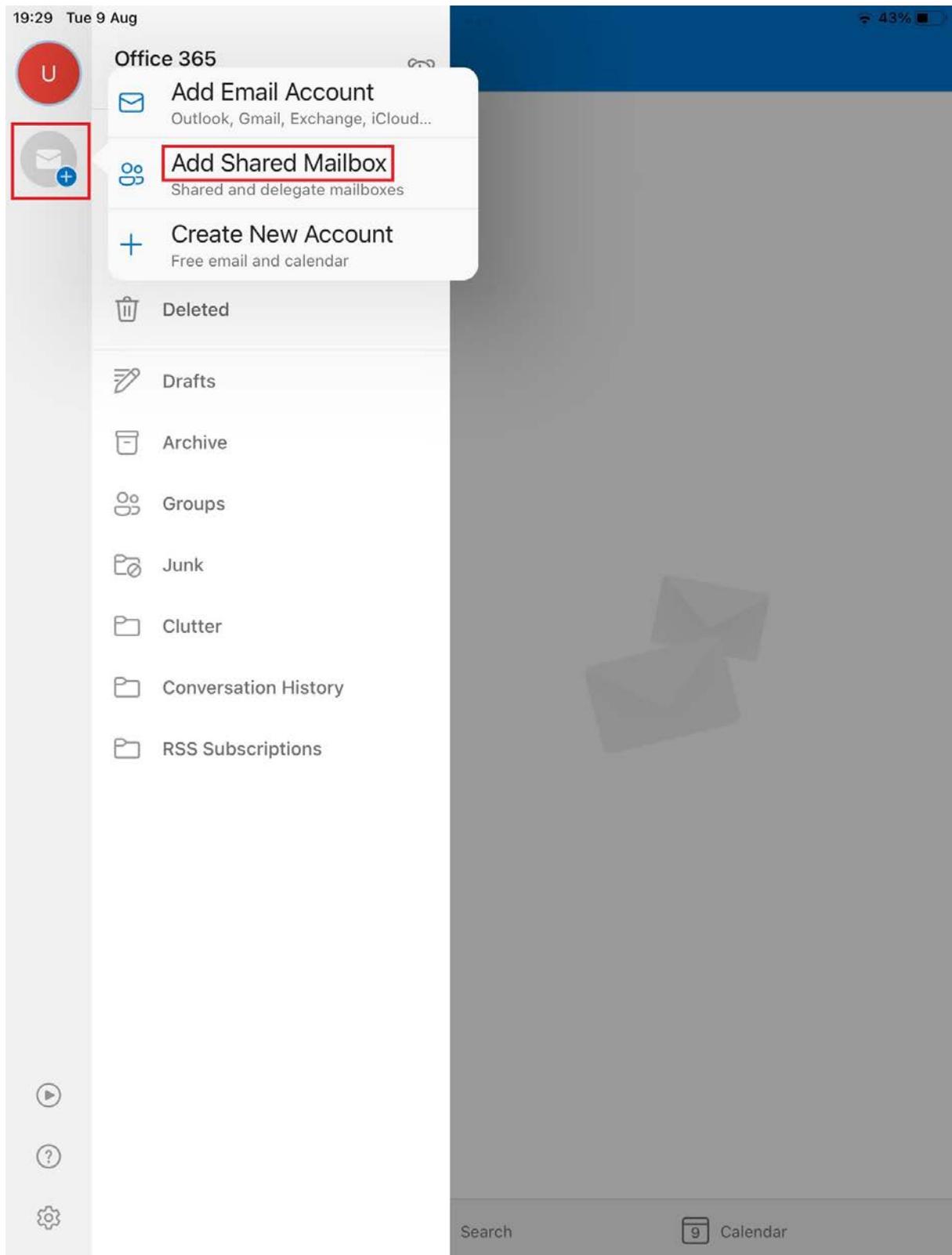


Add Shared Mailbox Outlook for iOS

1. Open Outlook and tap the Menu icon.



2. Tap the add account icon and then tap **Add Shared Mailbox**. If you have additional accounts added to Outlook, select your GCU email account to log in with.



3. Enter the email address of the shared mailbox and tap **Add Shared Mailbox**.

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Add Shared Mailbox

user.mailbox@gcu.ac.uk

Enter the shared or delegate email

shared.mailbox@gcu.ac.uk

Add Shared Mailbox



- The shared mailbox will then be added as an additional account and you can tap on the icon to access it.

