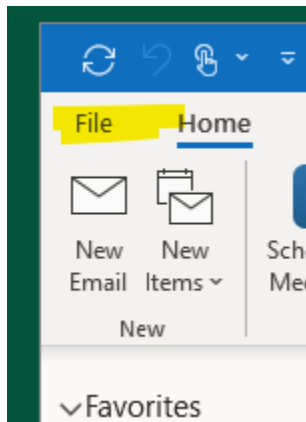


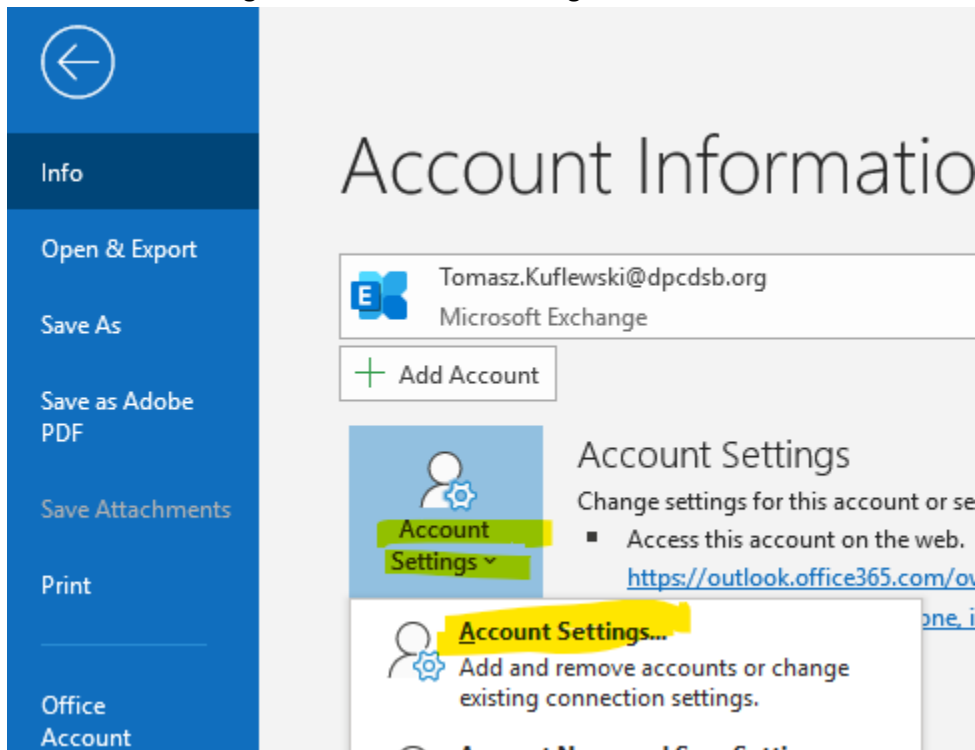
How to add shared mailbox to Outlook

Prerequisite – you must have at least Read access to the mailbox

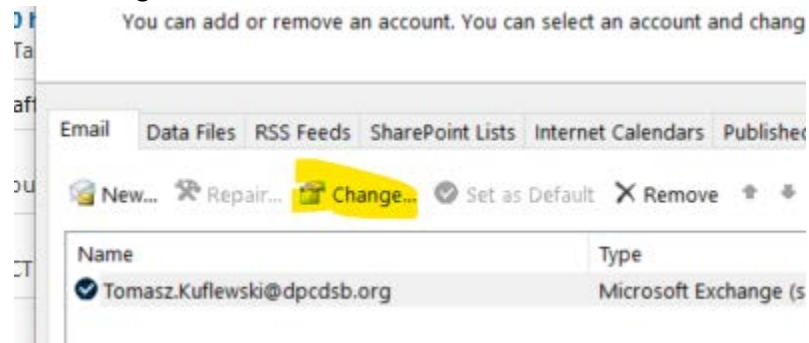
- I. Full Outlook client on board laptop or through Citrix
 1. Click File:



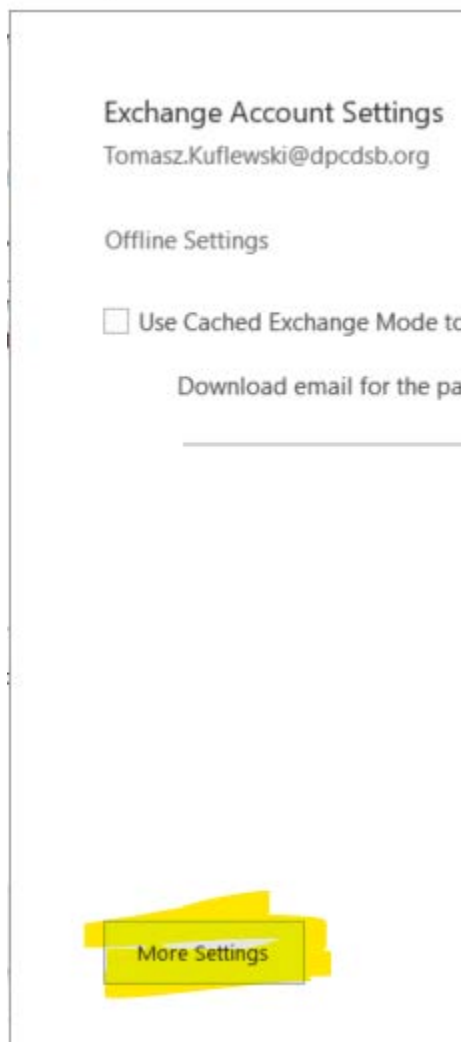
2. Click Account Settings and select Account Settings from the list:



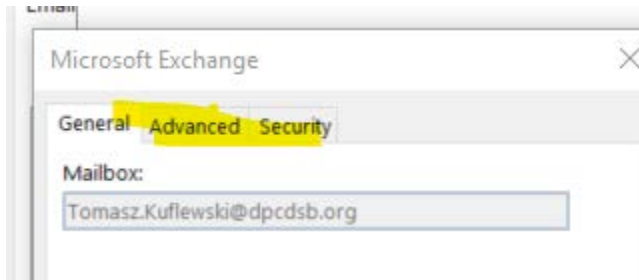
3. Click Change:



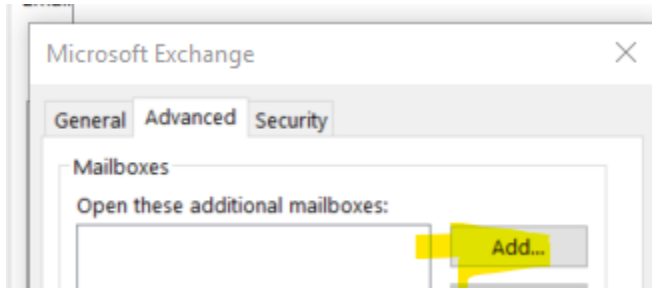
4. Click More Settings:



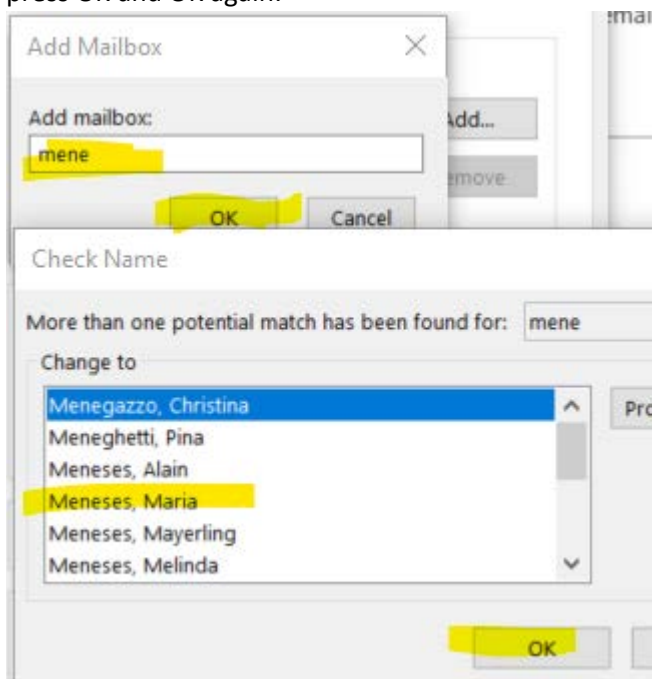
5. Click Advanced:



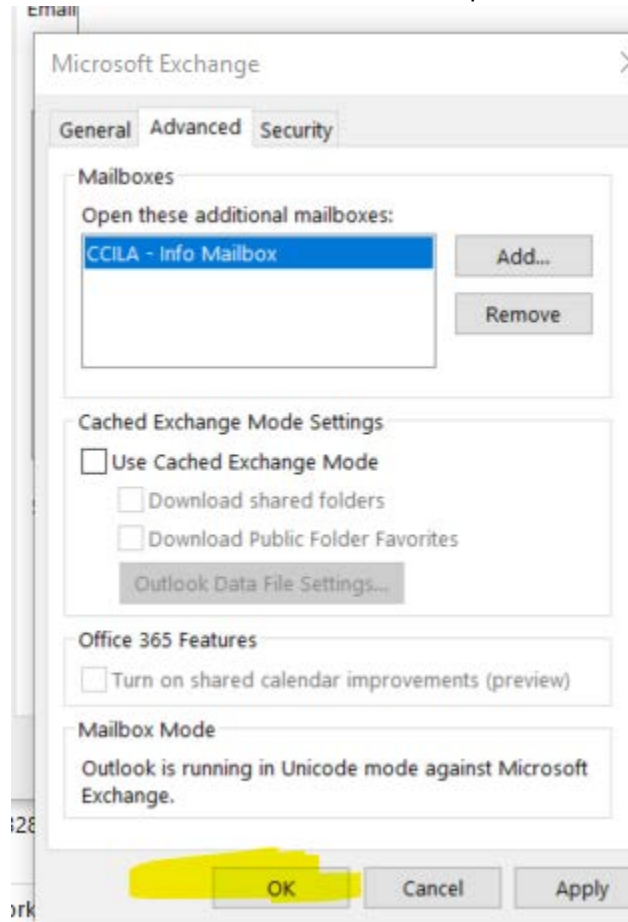
6. Click Add:



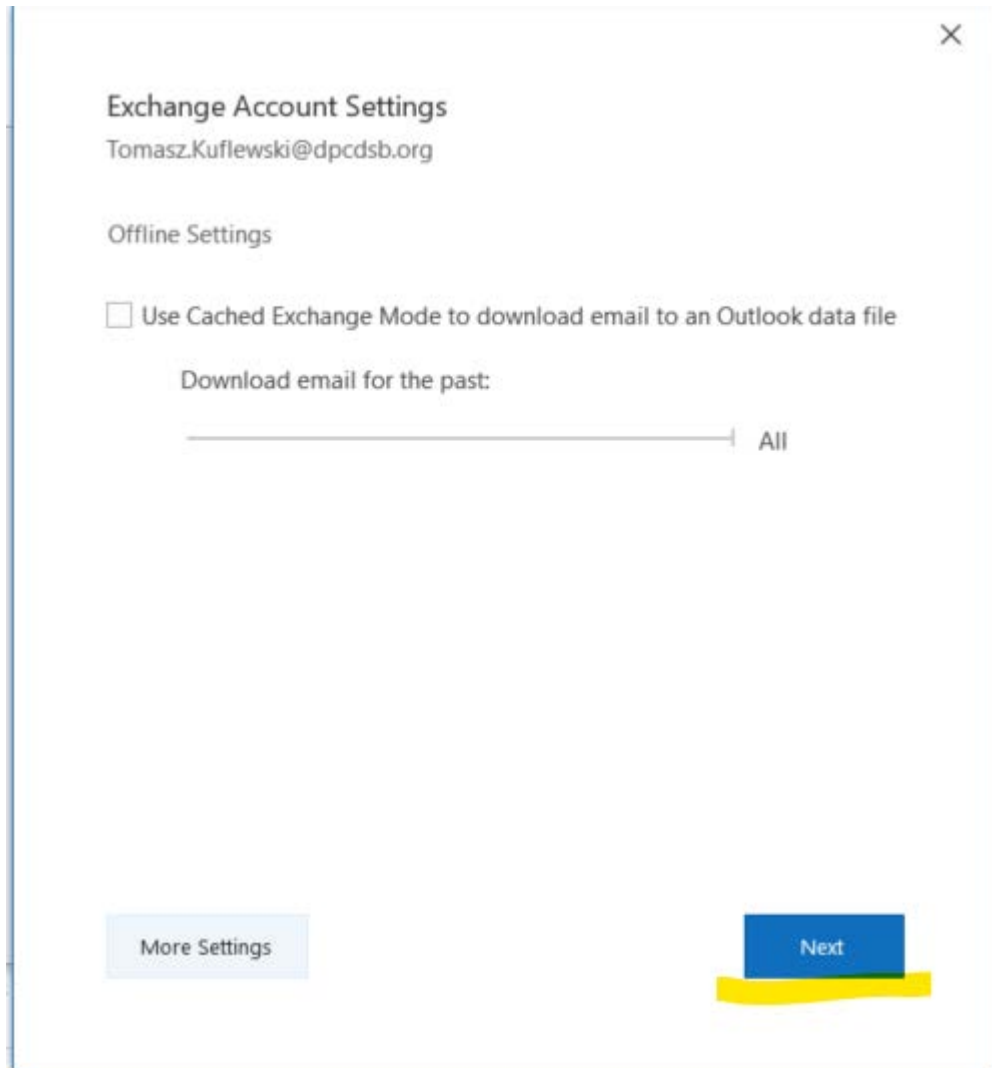
7. Type few first letters of the mailbox' name, press OK, Select desired mailbox from the list, press OK and OK again:



8. Once the correct mailbox is in the box press OK:



9. Click Next:



The image shows a dialog box titled "Exchange Account Settings" for the email address Tomasz.Kuflewski@dpcdsb.org. It features a section for "Offline Settings" with an unchecked checkbox for "Use Cached Exchange Mode to download email to an Outlook data file". Below this is a slider control for "Download email for the past:" which is currently set to "All". At the bottom, there are two buttons: "More Settings" and "Next". The "Next" button is highlighted with a yellow underline.

Exchange Account Settings
Tomasz.Kuflewski@dpcdsb.org

Offline Settings

Use Cached Exchange Mode to download email to an Outlook data file

Download email for the past:

—————| All

More Settings Next

10. Click Done:

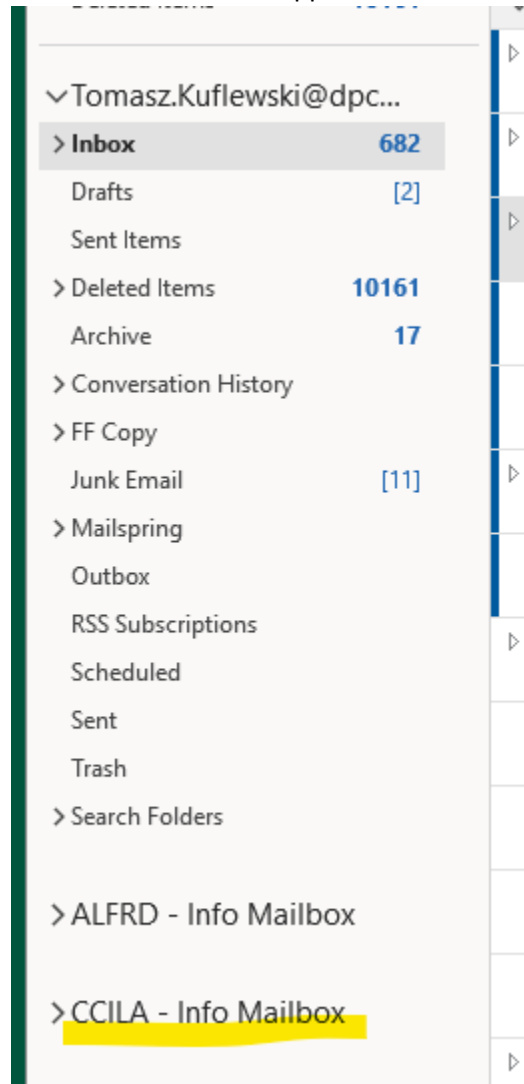


Account successfully updated

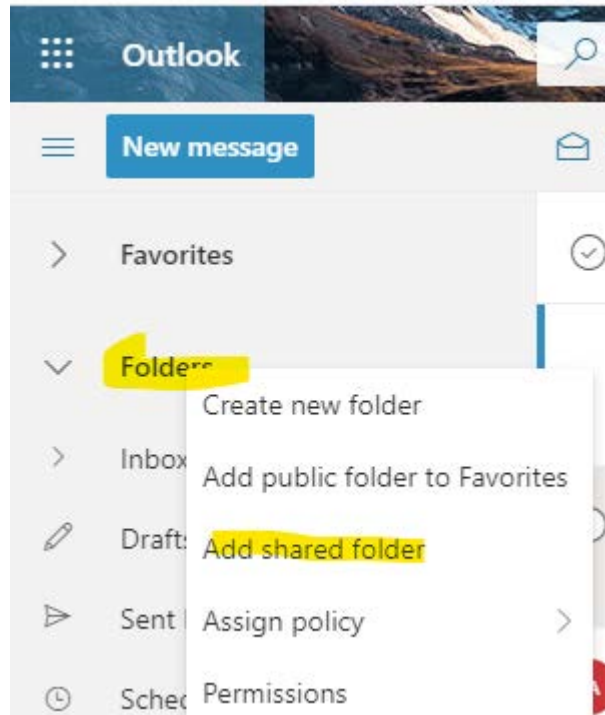
You need to restart Outlook for these changes to take effect.

Done

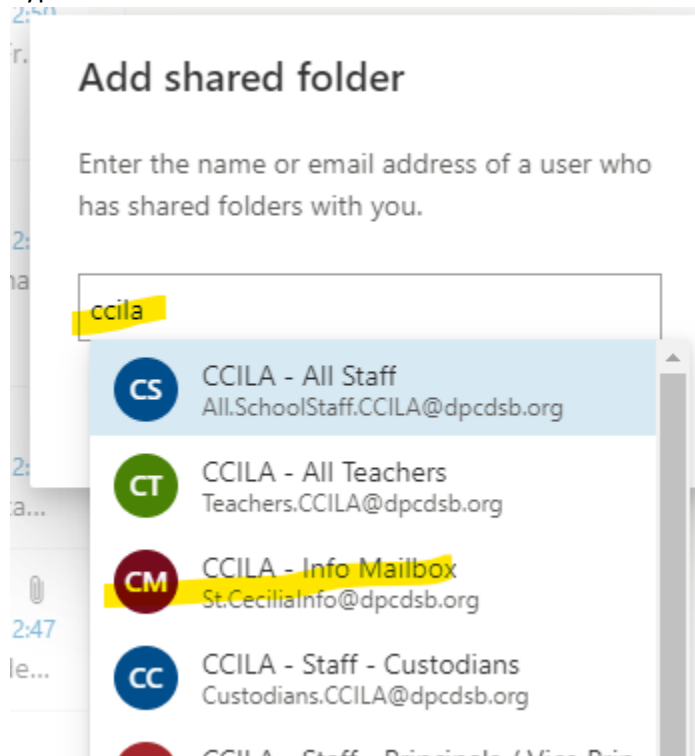
Your new mailbox will appear on the left:

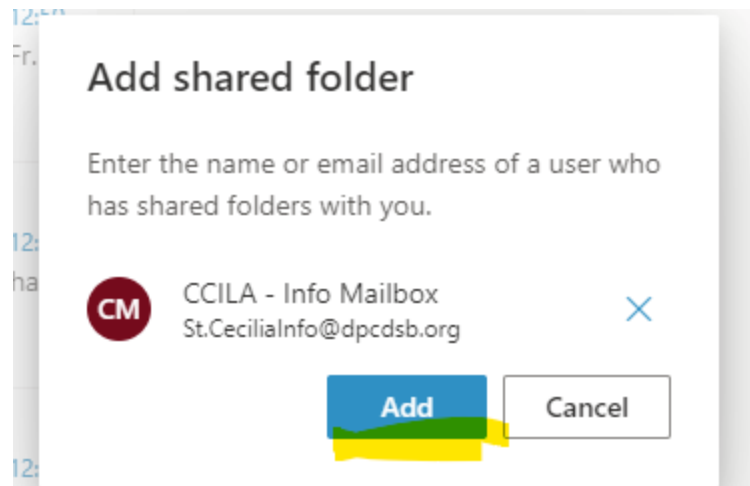


- II. Outlook on the web: <https://outlook.office.com>
1. Right click on Folders and click Add Shared Folder:



2. Type few first letters of the name and select desired mailbox from the list and click Add:





Mailbox will appear in the left panel:

