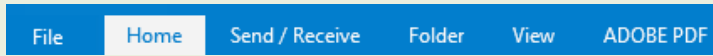
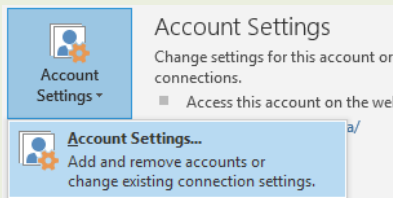


Manually Add Shared Mailboxes

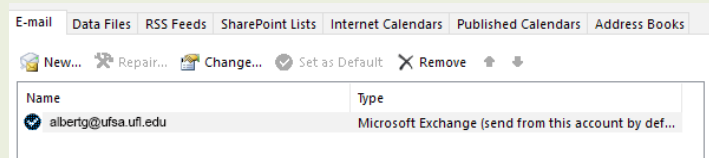
Open Outlook. Go to File tab located in the upper left corner.



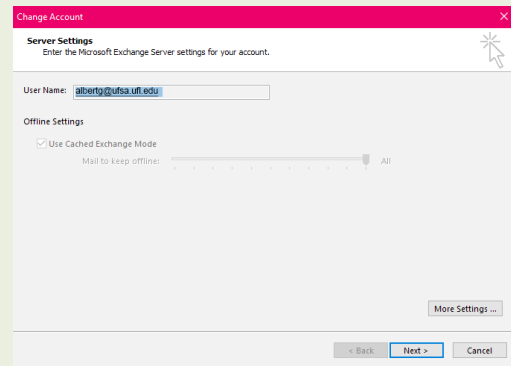
Click on **Account Settings** and then **Account Settings** again.



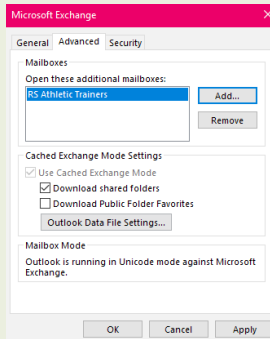
Click on the **Change...** button.



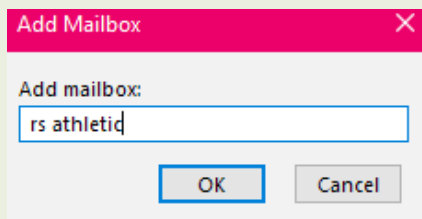
On the next screen, click **More Settings...**



Click the **Advanced** tab and choose **Add...**



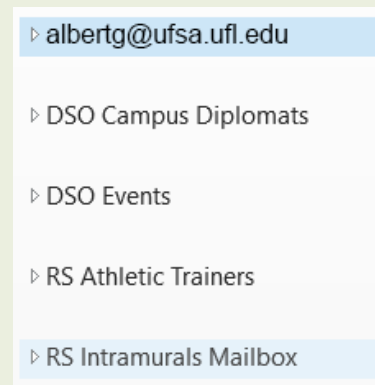
Enter the shared mailbox name beginning with the department prefix (i.e. rs, dso, drc).



If you are unable to find the shared mailbox name, please contact us!

After adding needed mailboxes, click **OK > Next > Finish > Close**. Go back into your Mail.

On the left side of the window, close your mailbox by clicking the small black triangle. Below your mailbox, the shared mailboxes will be listed. Click on the small white triangle to expand.



If you get any errors please contact us.