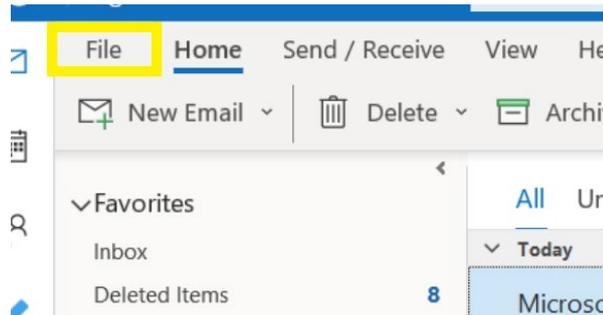




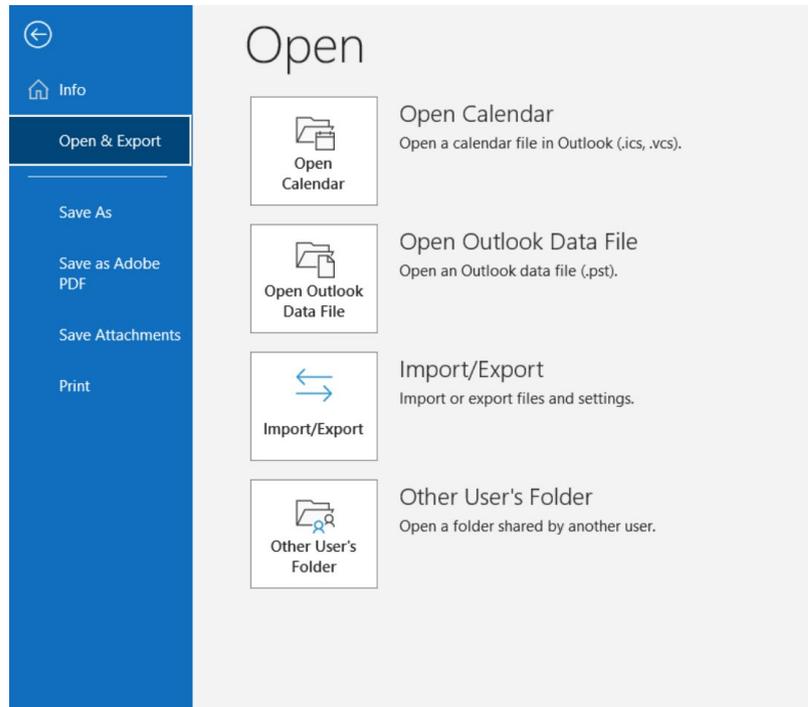
ST HILDA'S SCHOOL  
GOLD COAST

## How to Connect to a Shared Mailbox

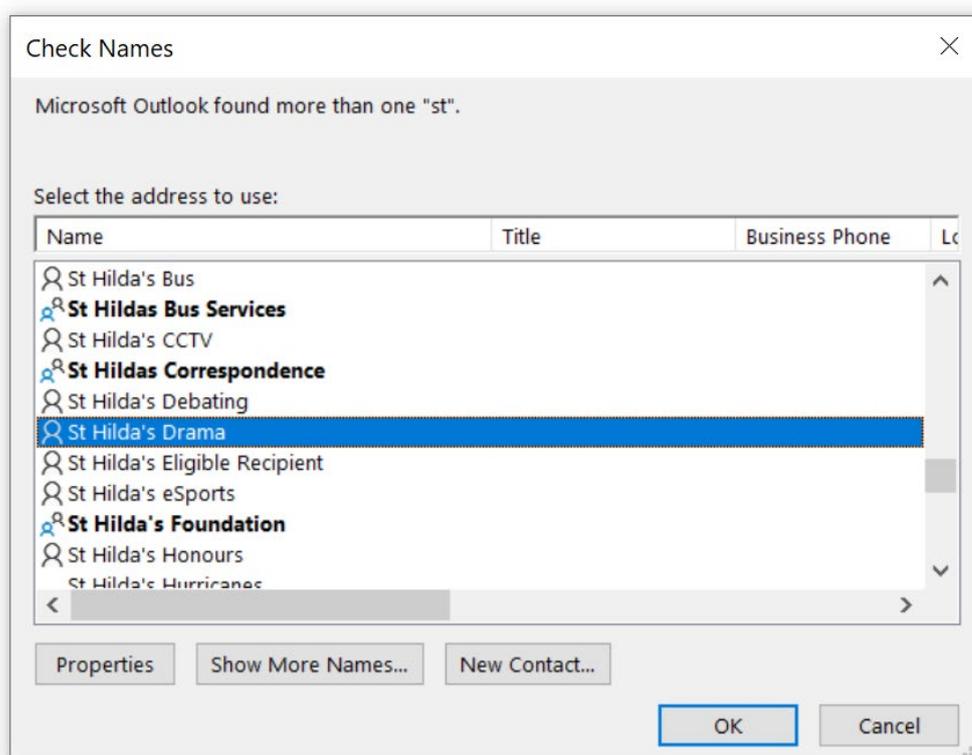
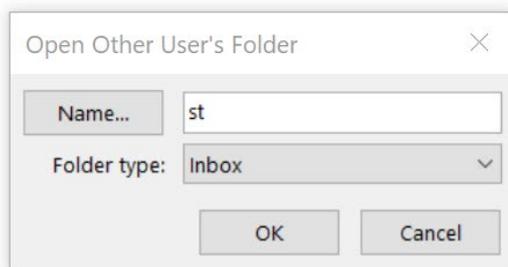
Open Outlook > File



Go to Open & Export



Choose 'Open Other Users Folder' > Start typing the name of the mailbox you want to connect to. If you don't know you can search the global address book to find it.



Click OK and the shared mailbox will be added under your personal inbox in Outlook. *Please note you can only connect to a mailbox if you have been given access to.*

