

How to Connect to a Shared Mailbox

File Home Send / Receive View He 7 III Delete ~ 🟹 New Email 🗸 E Archi ٠ All Ur ✓ Favorites Q ✓ Today Inbox Deleted Items 8 Microsc

Go to Open & Export



Open Outlook > File

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.

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Name	st	
Folder type:	Inbox	,

Select the address to use:			
Select the address to use:			
Name	Title	Business Phone	L
Q St Hilda's Bus			^
2 ^Q St Hildas Bus Services			
Q St Hilda's CCTV			
g ^Q St Hildas Correspondence			
Q St Hilda's Debating			
🞗 St Hilda's Drama			
Q St Hilda's Eligible Recipient			
🞗 St Hilda's eSports			
g ^Q St Hilda's Foundation			
Q St Hilda's Honours			~
St Hilda's Hurricanes		`	
`		/	
Properties Show More Names	New Contact		
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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.*

