

Add a shared mailbox on your mobile

Please note, a Shared Mailbox can only be access using the *Microsoft Outlook App*. Please download it either from the Apple App Store for an iPhone or from the Google Play Store for an Android device.

Outlook Application on Mobile Device

Please follow the steps listed to add a shared mailbox to Outlook on a mobile device.

- 1. Click on the Add Mail icon (it has a plus sign) as shown below under your account name initials.
- 2. Click on Add Shared Mailbox.

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3. Enter the shared mailbox email address you want to access. Click on **Add Shared Mailbox**. If you have permissions to the mailbox, it will list under accounts in the Outlook app.



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