



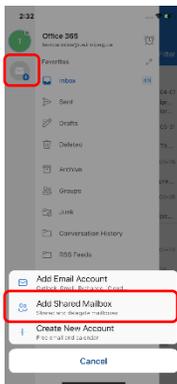
## Add a shared mailbox on your mobile

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**.



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.

