

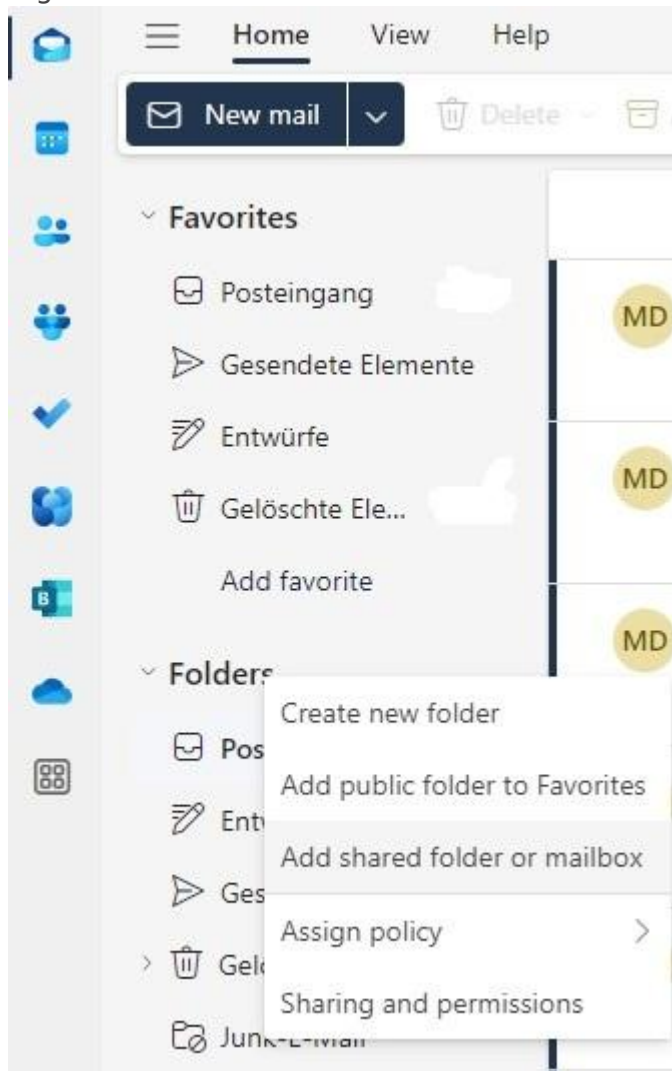
Open Shared Mailbox

The shared mailbox appears in Outlook for Windows automatically but you need to open it manually on the web.

There are two options:

1. Pin it:

1. Right-click on **Folders** and select **Add shared folder or mailbox**.



2. Enter the name of the shared mailbox.

Add shared folder or mailbox

Enter the name or email address of a user who has shared folders with you.

4.

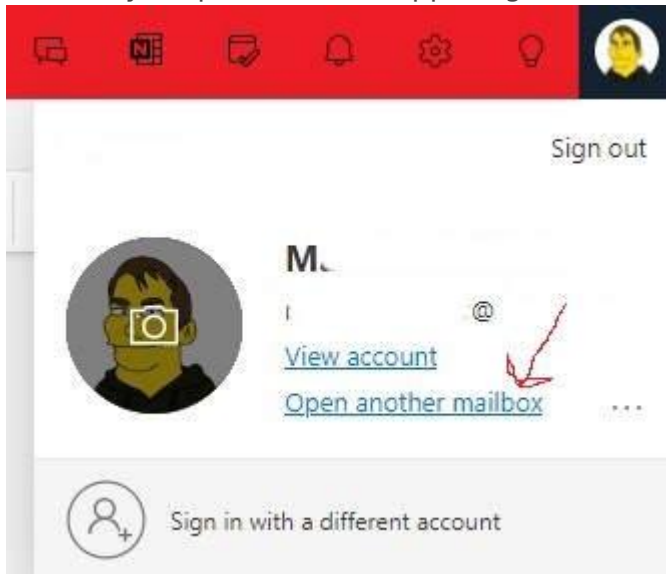
Add

Cancel

5. Click on **Add**.

2. Open it in a new tab:

1. Click on your picture in the upper right and select **Open another mailbox**.



2.

3. Enter the name of the shared mailbox.

Open another mailbox

4.

Open

Cancel

5. Click on **Open**.