

Open Shared Mailbox

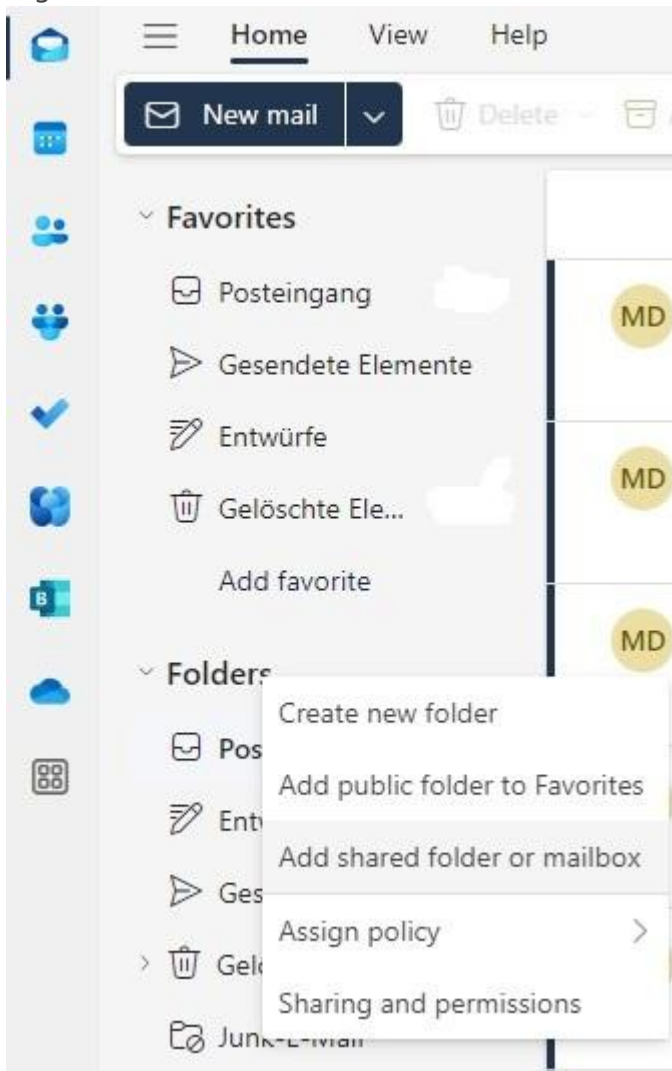
The shared mailbox appears in Outlook for Windows automatically but you need to open it manually on the web, smartphone or macOS.

Web

There are two options:

1. **Pin it:**

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



2.

3. 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.

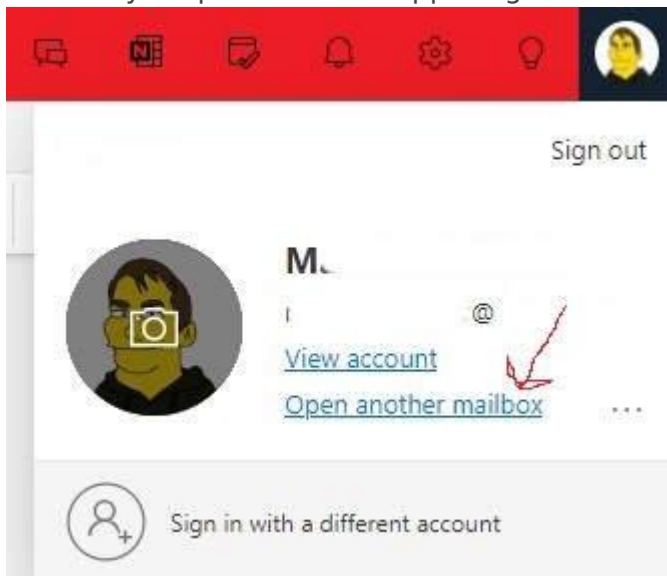
Add

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.

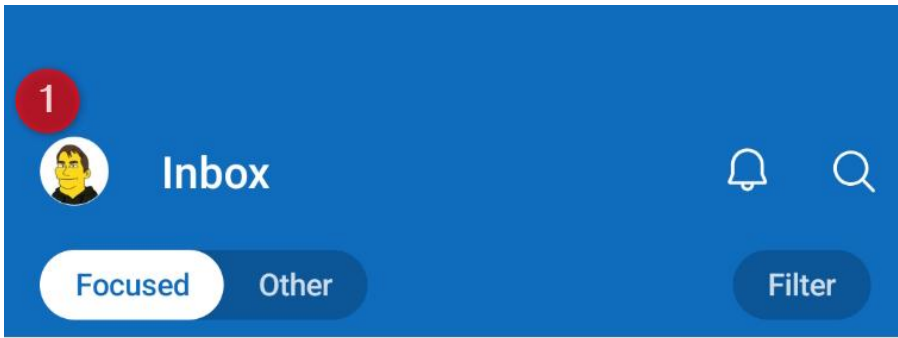
Open

Cancel

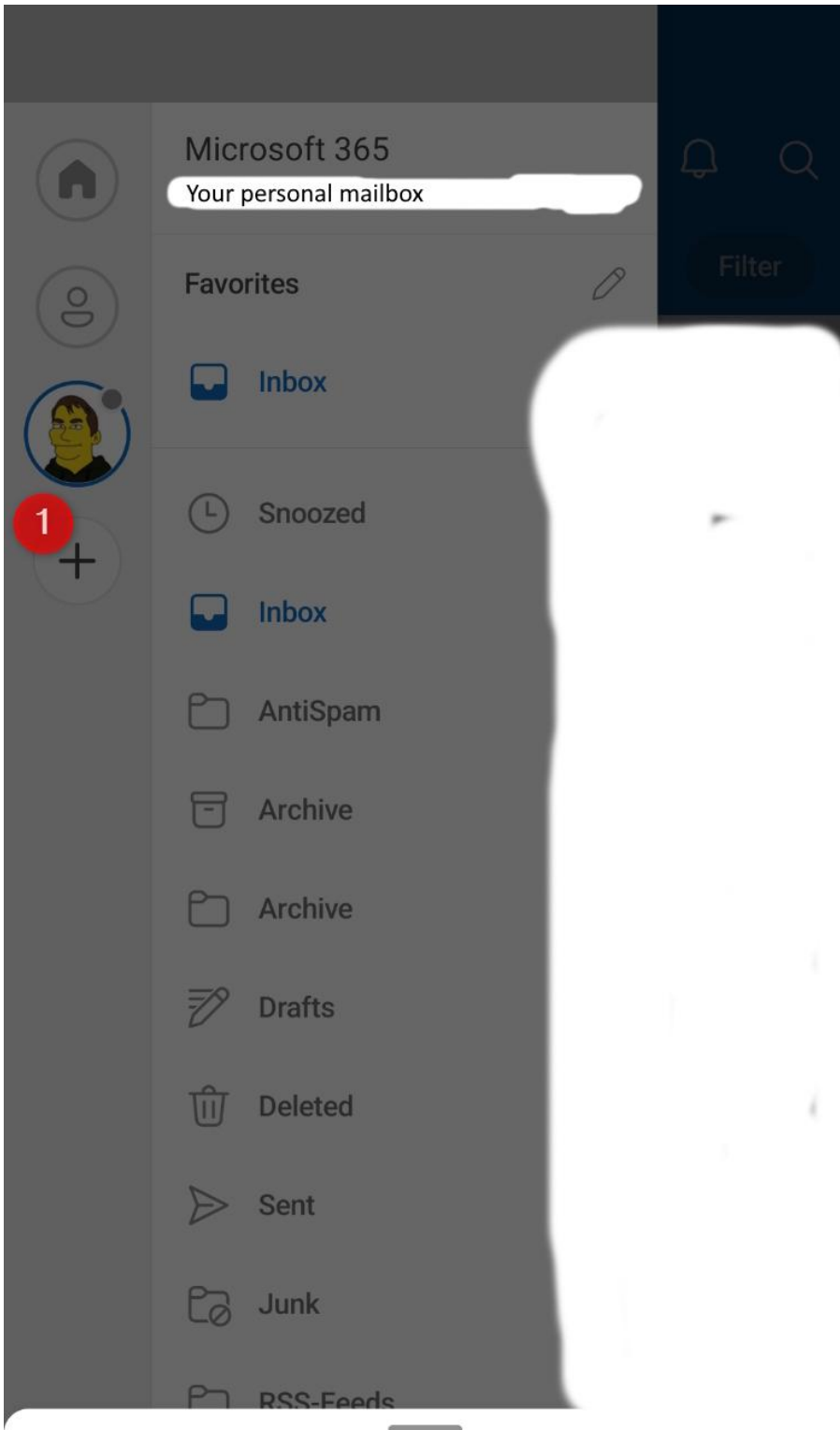
5. Click on **Open**.




Smartphone

- Click on your picture on the upper left



- Click on + in the left menu that just opened and choose **Add shared mailbox**



-  **Add an account**
Outlook, Exchange, Gmail, iCloud...
-  **2 Add a shared mailbox**
Shared and delegate mailboxes
-  **Create new account**
Free email and calendar

- Enter the shared mailbox you would like to add and click **Continue** (authentication is handled by your personal account)



Add shared mailbox

Your personal mailbox

Enter shared or delegate mailbox email

1

sharedmailbox@pcspezialist-hannover.de

[Privacy and Terms](#)

2 Continue >

- Nice! ☐☐

macOS

File > Open > Shared Mailbox

Version #5

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