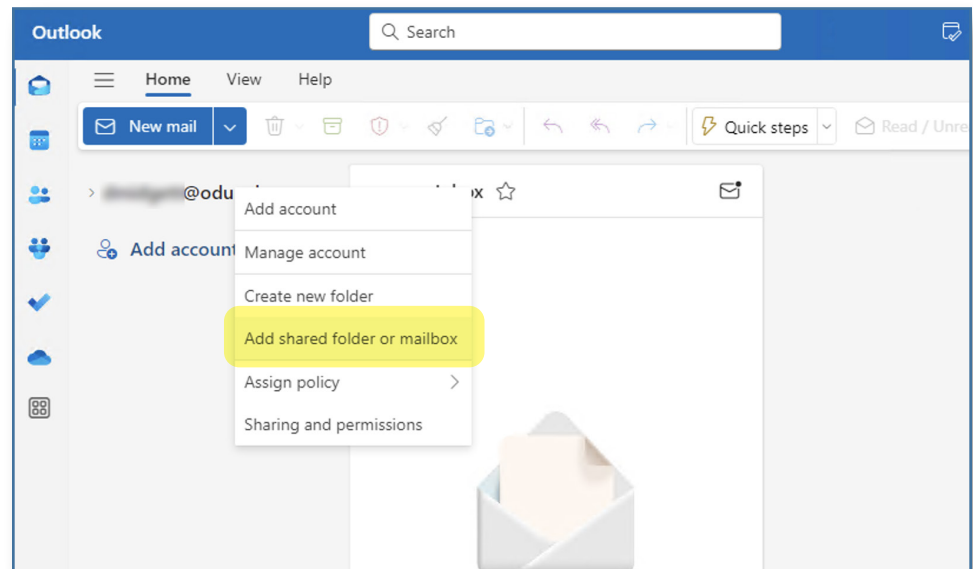


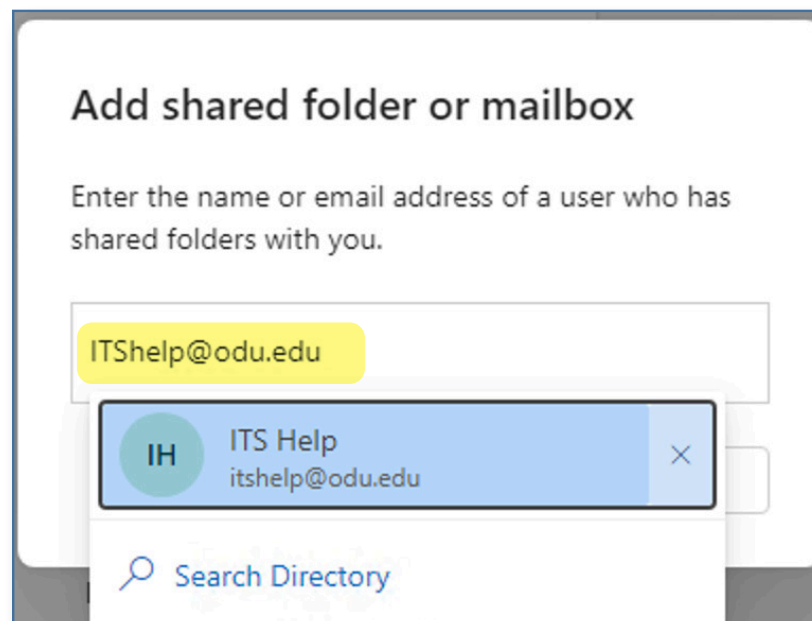
How to access a shared email account in New Outlook (Windows)

These instructions will walk you through how to add a shared email account to your Outlook for Windows client.

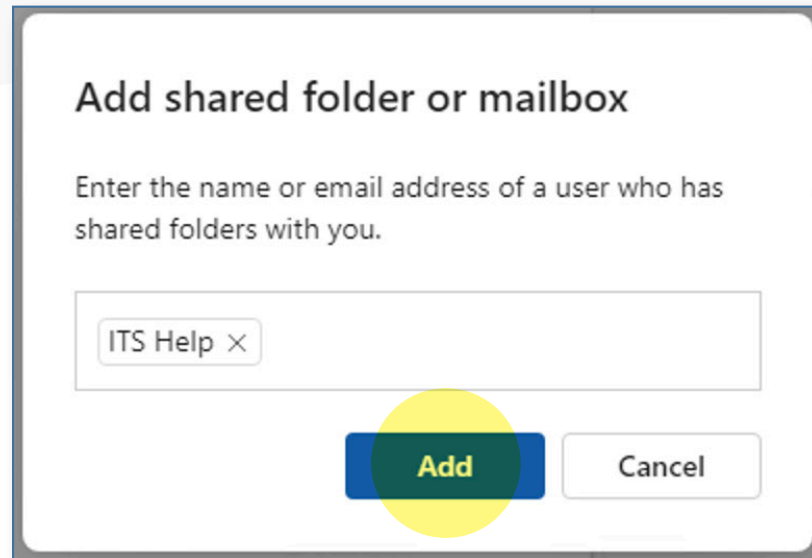
1. In Outlook, right click your **account name**, then click **Add shared folder or mailbox**.



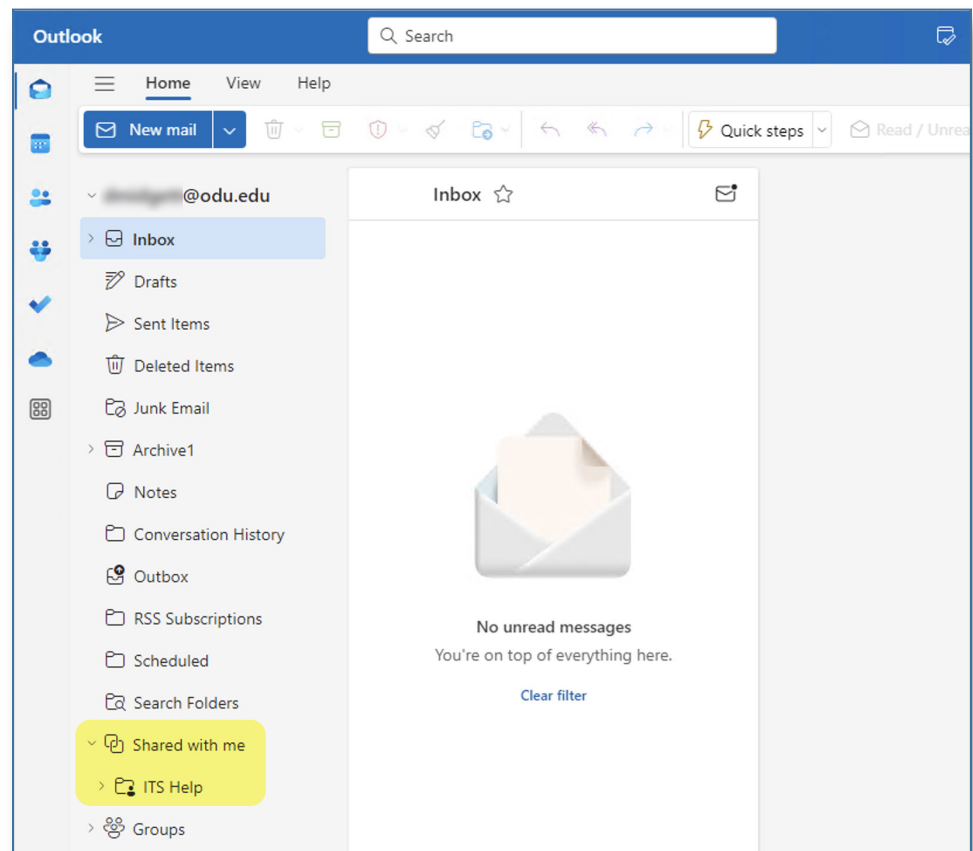
2. Type in the **email address** of the shared account, and click the account name when it auto-populates.



3. Click **Add**.

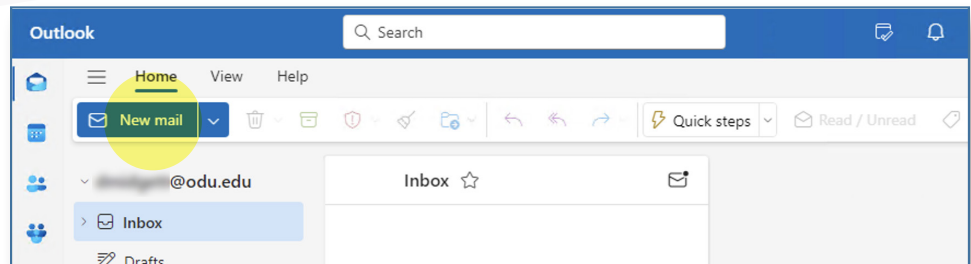


4. Find the mailbox in a folder called **Shared with me**.

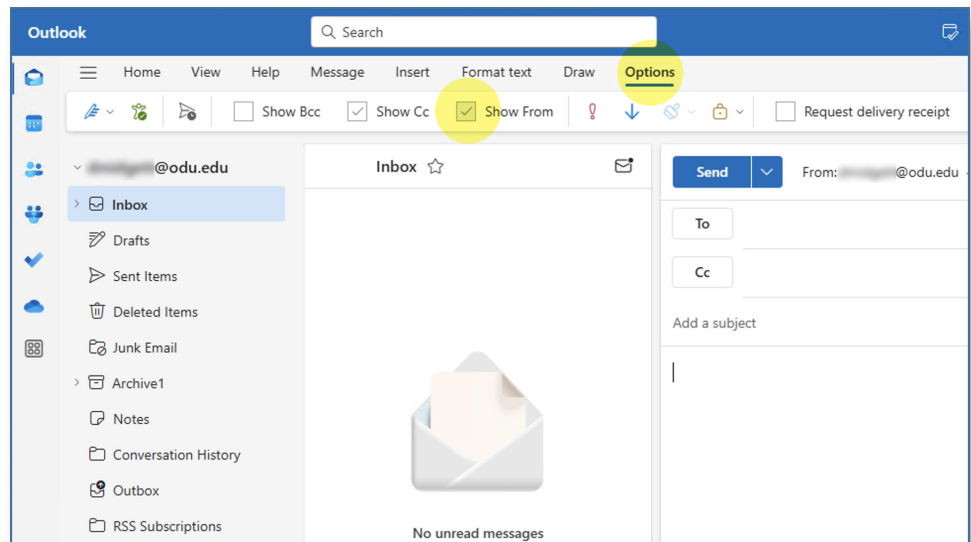


Sending mail from shared mailbox

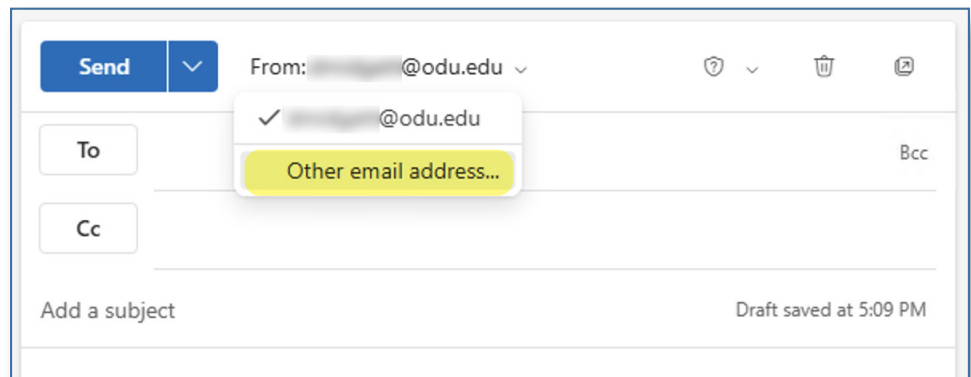
1. To send email from the shared account, click the **New mail** button.



2. If you don't see the **From** field next to the **Send** button, click the **Options** tab, then check the box next to **Show From**.



3. Click the **From** field and change it to the shared email address. (If you don't see the shared address, choose **Other email address** and type in the address. You should only have to do this once. After you send the first message, it will show up in the **From** field automatically.)



4. Finish composing the message and click **Send**.