

Adding a shared Exchange mailbox

Table of Contents

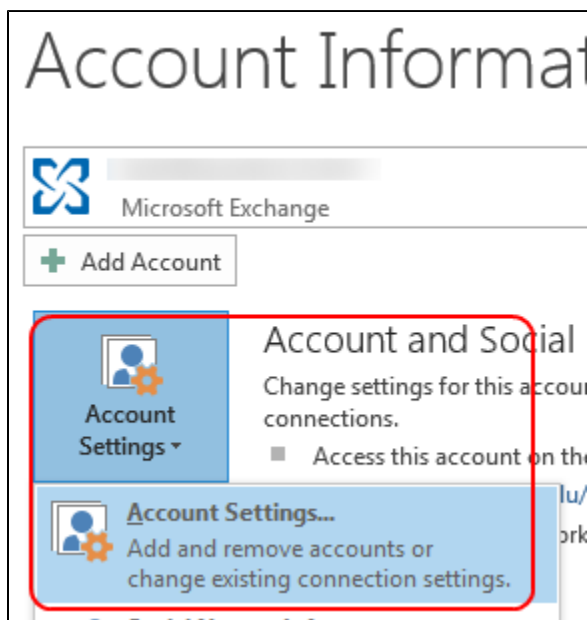
- Microsoft Outlook
- OWA - mymail

Microsoft Outlook

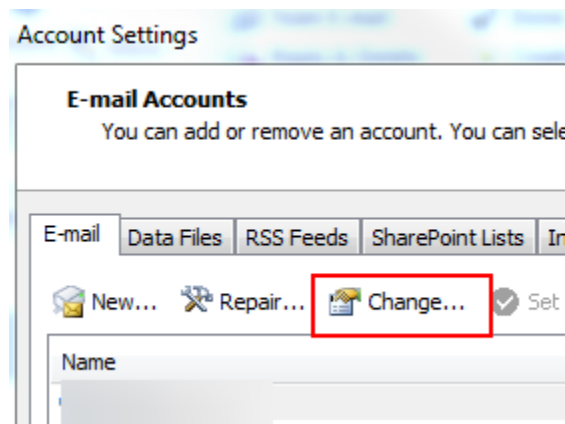
Start by opening Outlook

Click on the **File** tab

Click on **Account Settings**



Highlight your Microsoft Exchange account and click **Change...**



Click **More Settings...**

Click the **Advanced** tab

Click **Add**

Type in the full email address of the shared mailbox and click **OK**.

The mailbox should now be added to your list.

Click **OK**, **Next**, **Finish**, and **Close**

OWA - mymail

Login to OWA using your own account - <http://mymail.rit.edu/>

Click on your **name** in the upper right-hand corner.

Enter the full email address of the shared mailbox in the **Select mailbox:** location and click **Open**.

You should now see the shared mailbox.