## OUTLOOK DESKTOP APPLICATION

## ADDING SHARED MAILBOXES

- 1. Choose File
- 2. Click Account Settings
- 3. Click Account Settings (again)
- 4. Click on your mail address to select
- 5. Click Change
- 6. Click More Settings
- 7. Click Advanced
- 8. Click Add
- 9. Type in the Shared Mailbox Address
- 10. Click Apply
- 11. Click OK
- 12. Click X to close open windows