How to Open a Shared Mailbox in Outlook 2016

1. Open Outlook and click on File on the upper left corner.

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File	Ho	me Se	end / Receive	Folder	View	Adobe PDF	Q Tell me what you	want to do				
New Email	New	Clear	e Up + X Delete	Reply Rep	ly Forward	ତ Meeting 야 IM +	[™] _CSR_ [™] Team Email [©] Reply & Delete	← To Manager ✓ Done ダ Create New	4	Move	Rules	OneNote
Ne	W	[Delete		Respond		Quid	k Steps	15		Move	

2. Click Account Settings and Account Settings...



3. Click Change... \rightarrow More Settings... \rightarrow Advanced \rightarrow Add...

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Mailbo	xes			
Opent	hese additi	onal mailbox	es:	
l				Add
				Remove
Cacher	l Evchange I	Mode Settin		
	Contract Con	woue setting	45	
⊠Use	Cached Exc	nange Mode		
	Download s	nared folder	S	
	Download P	rublic Folder	ravonites	
C	utlook Data	File Setting	s	
	x Mode			
Mailbo	k is running	g in Unicode	mode agair	nst Microsoft
Mailbo Outloo				
Mailbo Outloo Exchar	ge.			
Mailbo Outloo Exchar	ge.			

- 4. Type in the name of the Shared Mailbox email address
- 5. Click OK \rightarrow Next \rightarrow Finish \rightarrow Close

How to Send As the Shared Mailbox Account

1. When composing a message, select the **Options** tab and press the "Show From" button to enable the From Field



2. Once the From Field is enabled, click on it and select the Shared Mailbox Account that you want to send the email as. If you do not see the Shared Mailbox Account, search for it in the Global Address List

How to Open a Shared Mailbox in OWA (mail.gatech.edu)

1. Log into mail.gatech.edu and click on your profile picture on the upper right corner



- 2. Click Open another mailbox...
- 3. Type in the Shared Mailbox email address and select the appropriate Shared Mailbox account



4. Click Open