

Adding Shared Mailbox to Outlook for Mac



- 1.OPEN: Outlook
- 2.SELECT: Outlook (from main top menu)
- 3.SELECT: Preferences
- 4.SELECT: Account
- 5.SELECT: +
- 6.SELECT: New Account
- 7.ENTER: Email Address of Shared Email Account
- 8.SELECT: Continue
- 9.ENTER CREDENTIALS

METHOD: No Action. Defaults to Username and Password

EMAIL: No Action. Shared Email Address will auto-populate

ENTER DOMAIN\USERNAME or EMAIL: ad\netid or netid@syr.edu

ENTER: Password (your syr.edu email password)

SERVER: No Action. Server field remains blank

SELECT: Add Account

- 10.SELECT: Done