

# Adding Shared Mailbox to Outlook for Windows

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- 1.SELECT: File
- 2.SELECT: Account Settings
- 3.SELECT: Account Settings, again
- 4.SELECT: Email
- 5.SELECT: New
- 6.ENTER: Shared Email Address
- 7.SELECT: Connect
- 8.SELECT: Exchange
- 9.SELECT: Sign in with another account
- 10.DELETE: Remove Shared Email Address
- 11.ENTER: Your [netid@syr.edu](mailto:netid@syr.edu)
- 12.SELECT: Next
- 13.ENTER: Your password
- 14.SELECT: Sign in
- 15.SELECT: Your account from “picked an account” screen
- 16.SELECT: Done