

# Adding a Shared Mailbox

## To

# A Phone or Tablet

If you use a shared mailbox , such as, school.name@schools.sunderland.gov.uk you can access this from your mobile device by adding an additional account. In this case **DO NOT** add an Exchange account. Instead add a new IMAP account, on many phones this is listed under the account type "Other".

### Incoming Settings

- Protocol = IMAP
- Email Address = schoolname@schools.sunderland.gov.uk
- Username =  
*username@schools.sunderland.gov.uk/sharedbox@schools.sunderland.gov.uk*  
(replace the items italics with your username and the name of the shared mailbox).
- Password = your email password
- IMAP Server = outlook.office365.com
- Security Type = SSL
- Server Port = 993

### Outgoing Server Settings

- Username = *username@schools.sunderland.gov.uk*
- Password = your email password
- SMTP Server = smtp.office365.com
- Security Type = TLS