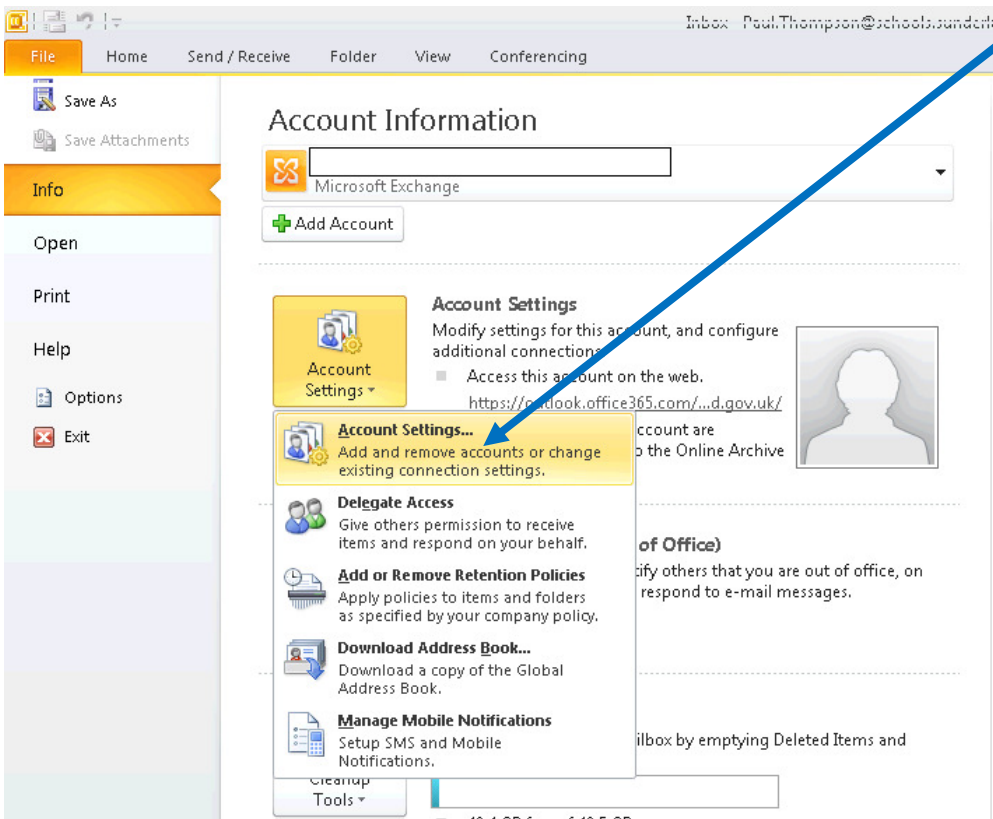


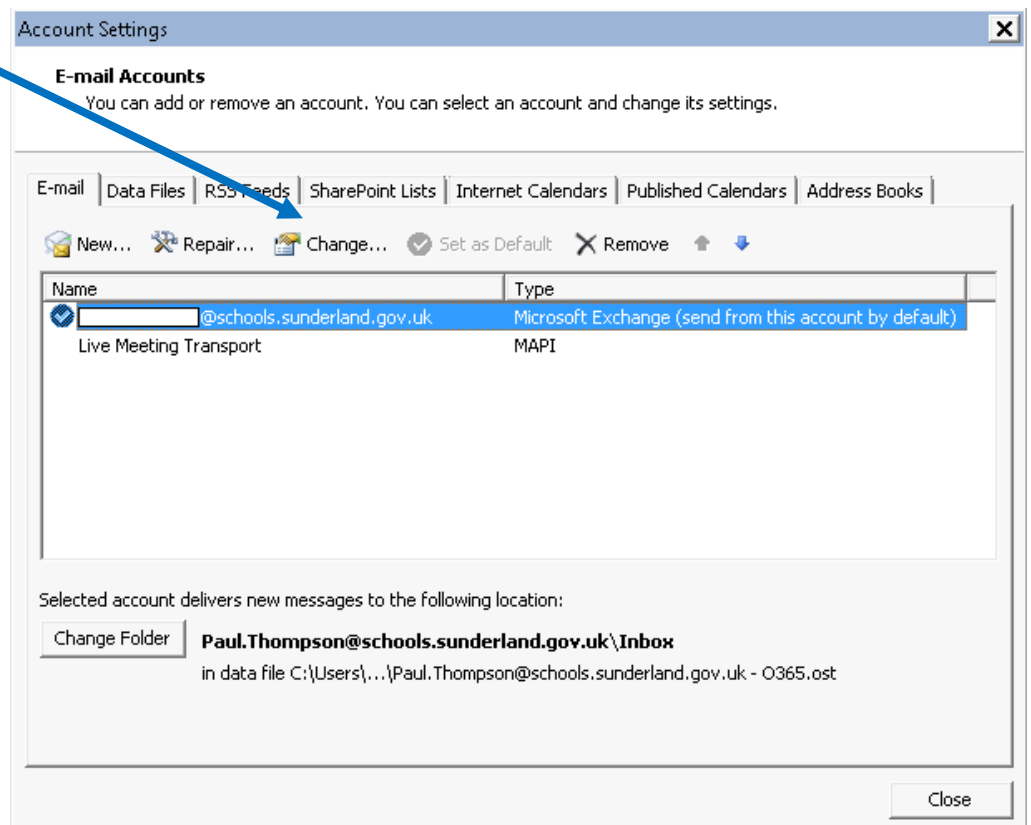
Office 365 GUIDE—MS Outlook 2010 Shared Mailbox

NOTE: Guide assumes Outlook is already configured to access an office365 account which has permission to access the shared mailbox

In Outlook navigate to file menu and account settings



Click the office365 account with access to the shared mailbox and click change



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Click More Settings

Change Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.
Server:
 Use Cached Exchange Mode

Type the user name for your account.
User Name:

Click Advanced

Click Add

Enter the full email address of the shared mailbox

Click OK

Microsoft Exchange

General | **Advanced** | Security | Connection

Mailboxes
Open these additional mailboxes:

Add Mailbox
Add mailbox:

Exchange.

After a short while you will return to the previous screen. Click OK again and then click next . The final screen should say finish and then you can click “Close” to return to the main outlook screen. The shared mailbox will now appear in your list of folders .