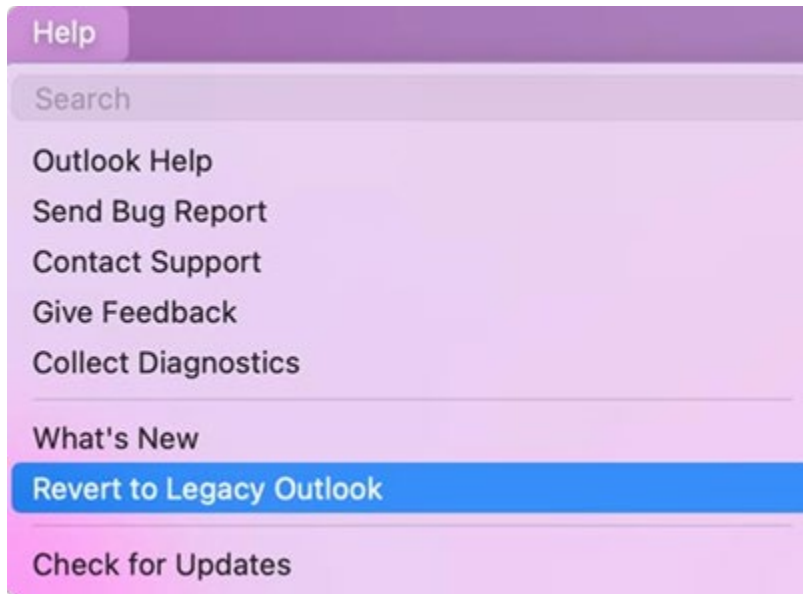


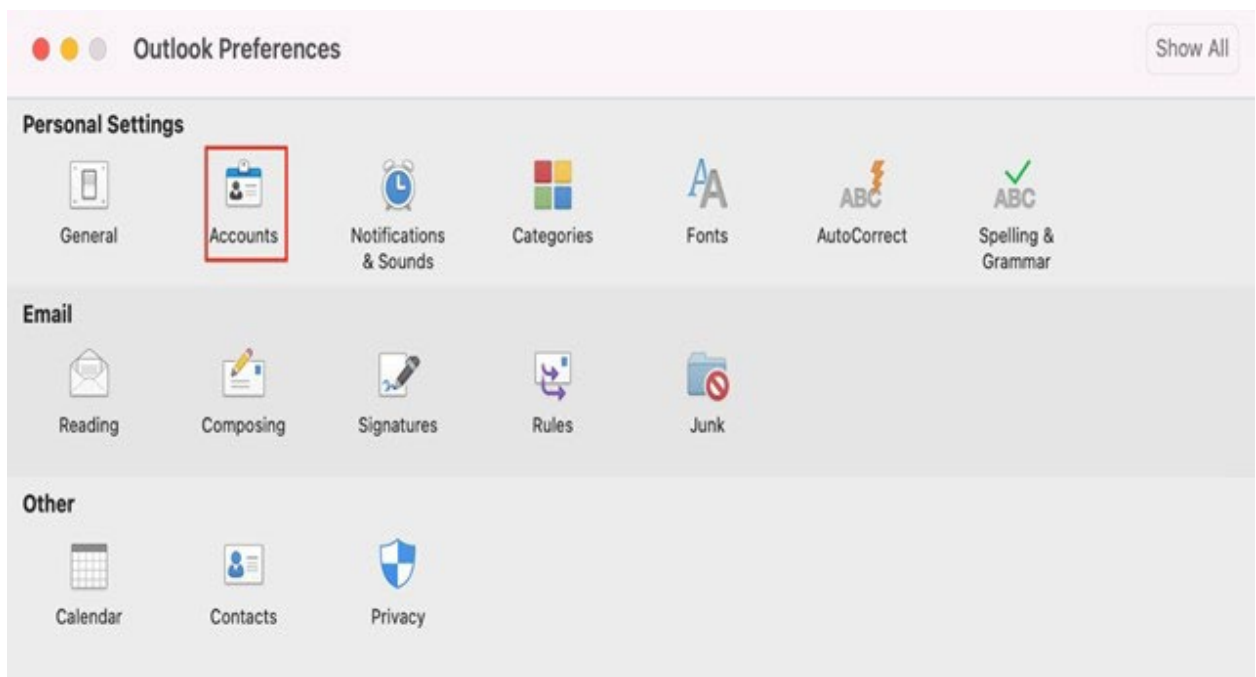
# How to add a shared mailbox in Outlook - Mac

*Add a shared mailbox in Outlook on a Mac using the steps below.*

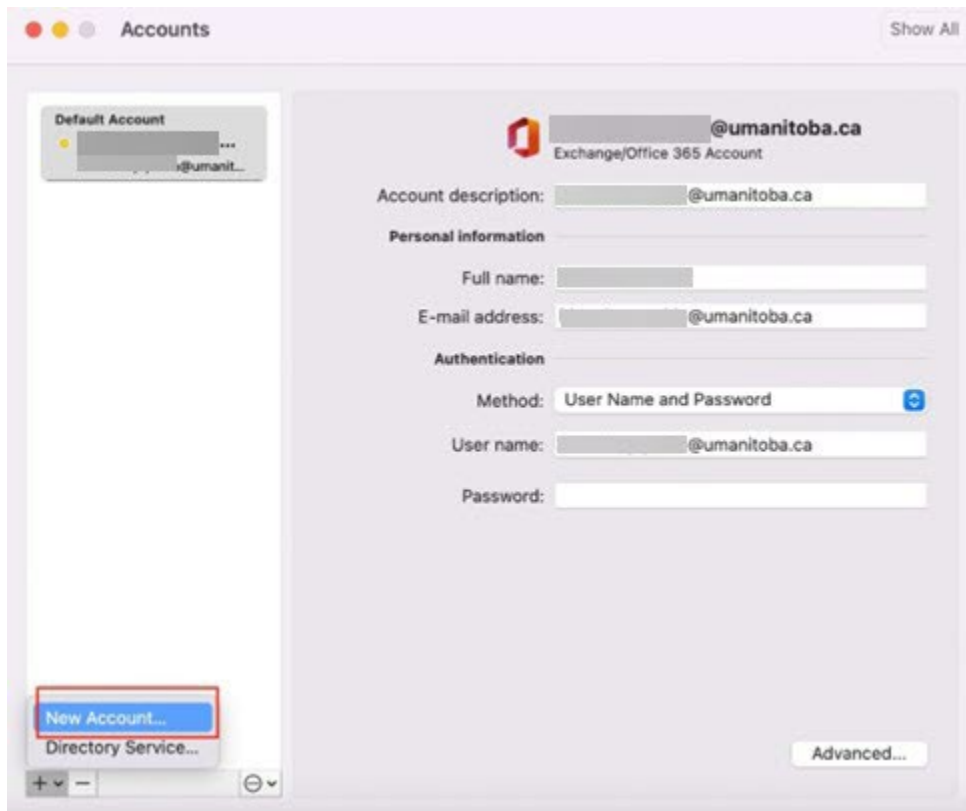
1. Shared Mailboxes can only be added in Legacy mode of Outlook. While in Outlook, select **Help > Revert to Legacy Outlook**. This will restart Outlook in legacy mode.



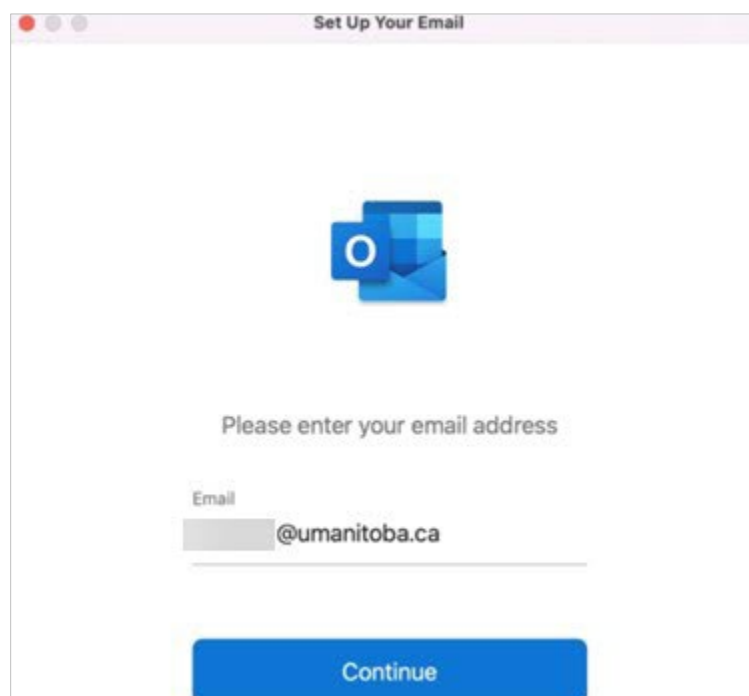
Select **Outlook > Preferences (or Settings) > Accounts**.



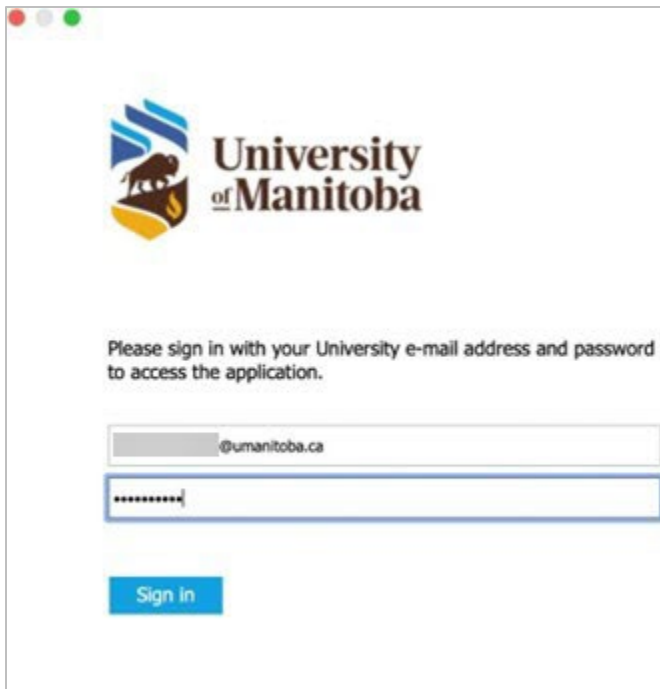
2. Select **New Account ...**



3. Enter the shared mailbox email address and select **Continue**. Outlook will ask you to sign in.

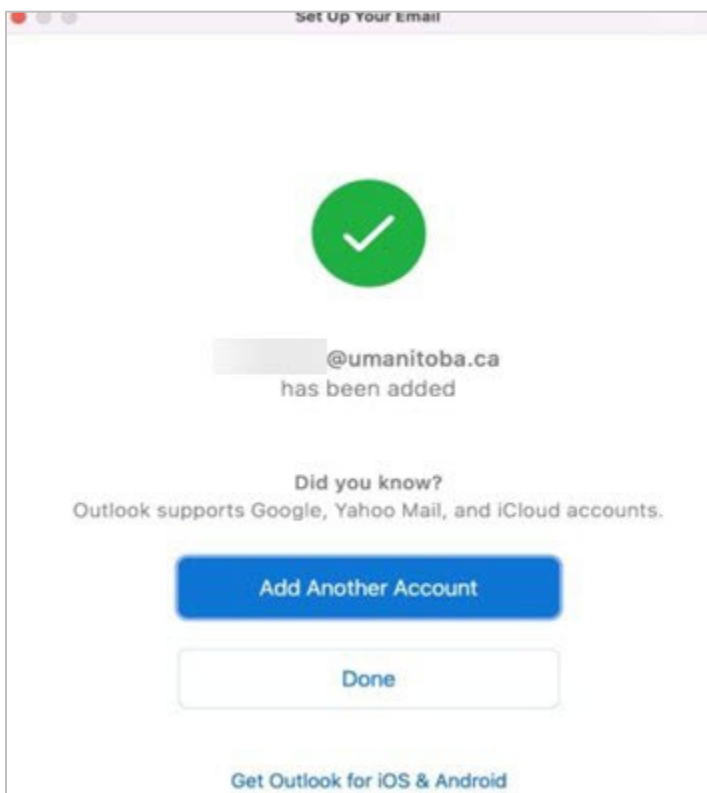


4. On next login window, enter your personal UM email address and password.



The image shows a login window for the University of Manitoba. At the top left is the University of Manitoba logo, which features a stylized bison head in blue and yellow. To the right of the logo is the text "University of Manitoba" in a serif font. Below the logo and text is a message: "Please sign in with your University e-mail address and password to access the application." Underneath this message are two input fields. The first field contains the text "@umanitoba.ca". The second field contains a series of asterisks, indicating a password. Below the input fields is a blue button with the text "Sign in".

5. Verify your identity with Duo multi-factor authentication and the shared mailbox account will be added.



The image shows a "Set Up Your Email" window. At the top, the title bar says "Set Up Your Email". In the center is a large green circle with a white checkmark. Below the checkmark is the text "@umanitoba.ca" and "has been added". Below this is a message: "Did you know? Outlook supports Google, Yahoo Mail, and iCloud accounts." Underneath this message are two buttons: a blue button with the text "Add Another Account" and a white button with the text "Done". At the bottom of the window is a link that says "Get Outlook for iOS & Android".

6. You can now toggle back to the new version of Outlook.

