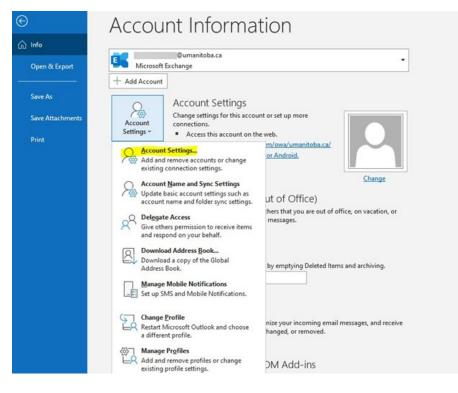
IST reference guide

How to add a shared mailbox in Outlook -Windows

Add a shared mailbox in Outlook on a Windows computer using the steps below.

1. In Outlook, select File > Account Settings > Account Settings...



2. Select **New...** and enter the shared mailbox email address you want to add to Outlook, then select **Connect**. Outlook will ask you to sign in.



Account Settings Email Accounts You can add or remove an		2
Email Data Files RSS Feeds	💽 Outlook	
Name www.amanitoba operacc@umanitoba.ca MPPApplications@umanito		
	Email address	
	shared mail box@umanitoba.ca	
	Advanced options 👻	

3. You will need to sign in using your personal UM email address and password, NOT the shared mailbox email address. Change the email address to your personal email address, enter your password, and then click **Sign in**.

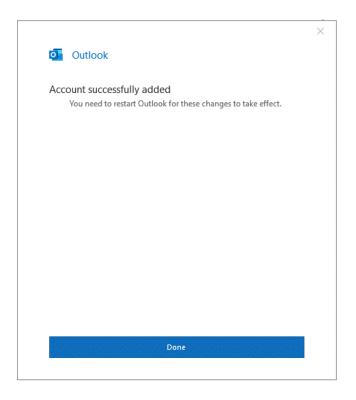
	×
University Manitoba	
Please sign in with your University e-mail address and	
password to access the application.	
••••••••	
Sign in	
Help	



4. You will be prompted with Duo multi-factor authentication (MFA) options. Select your preferred authentication method and complete the verification.



5. Once the account has been successfully added, select **Done**.



6. You can now close the Account Settings window by selecting **Close**.



- 7. To complete the setup, please **close and then restart Outlook**.
- 8. The shared mailbox should now appear in your Folder pane in Outlook.

