

How to add a shared mailbox in Outlook on the web

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HOW TO ADD A SHARED MAILBOX IN OUTLOOK ON THE WEB

If you want to monitor the email from your primary mailbox and the shared mailbox at the same time, use this method. After you complete this task, the shared mailbox and its folders are displayed in the left navigation pane each time you open Outlook on the web.

1. Sign in to your account in Outlook on the web.
2. For Exchange Online mailboxes, right-click **Folders** in the left navigation pane, and then choose **Add shared folder**.

If you have more questions, email ITHELP@clermson.edu or call 864-656-3494.

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