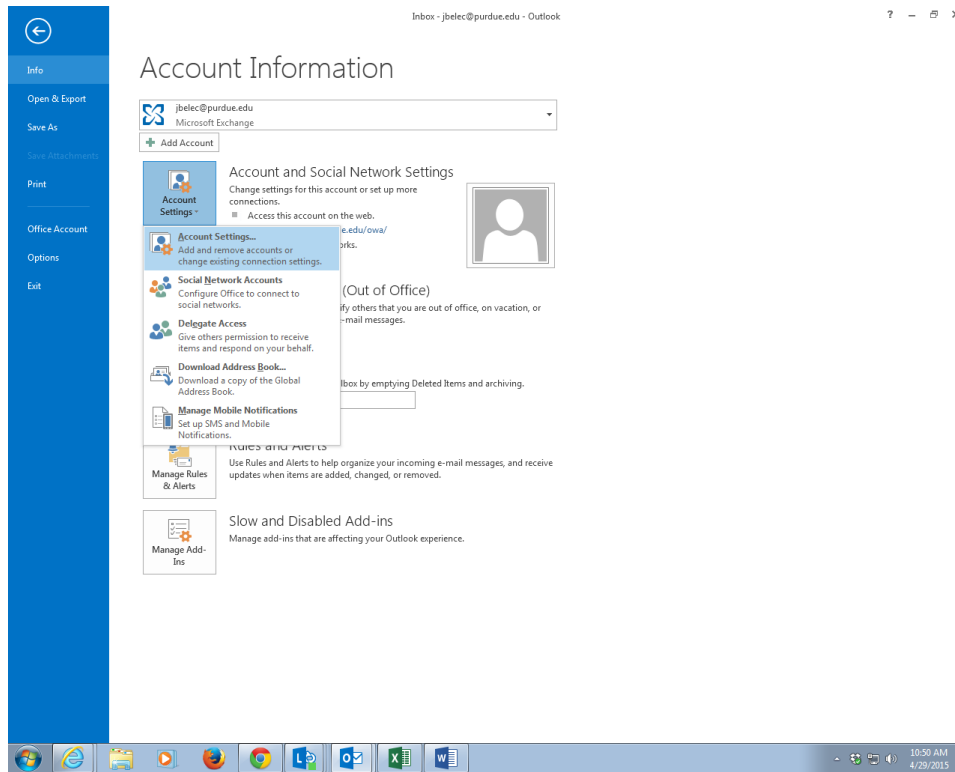
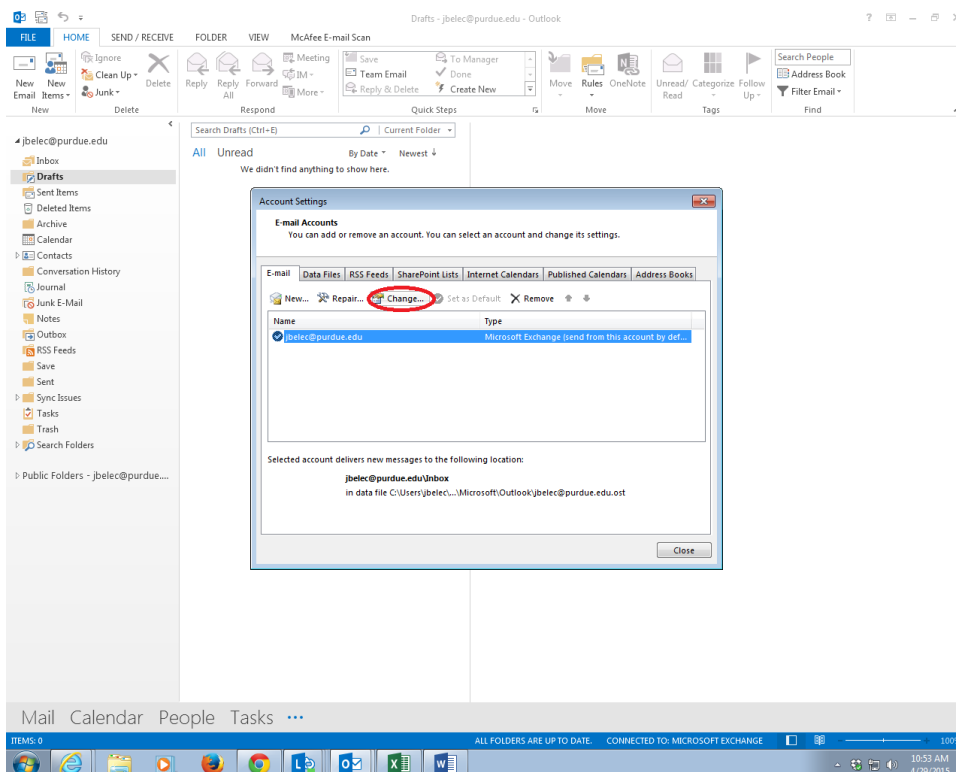


How To Add A Shared Mailbox

1. Click **File**, the **Account Settings** drop-down menu, and choose **Account Settings**.



2. Under the "E-mail" tab, choose your account, and then click **Change**.

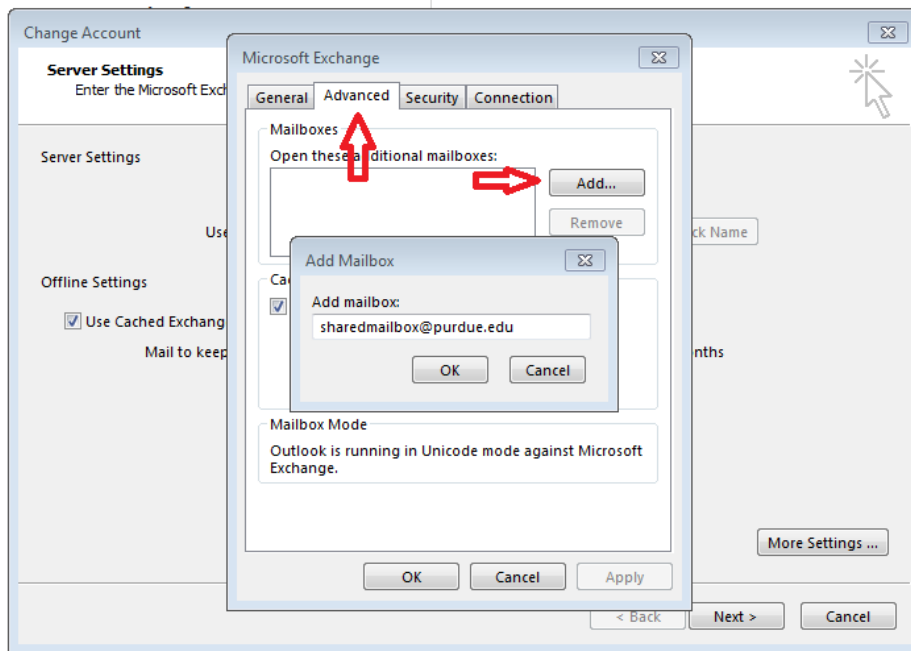
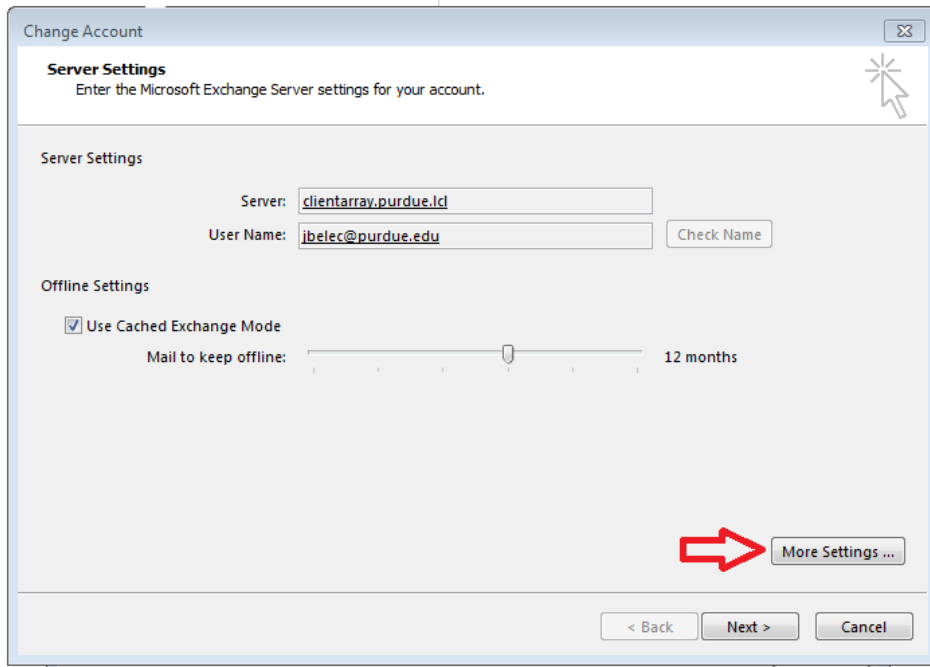


3. On the Change Account windows

1. Click **More Settings...**

1. Click **Advanced** tab

2. Click **Add**



4. Type the name of the shared mailbox, and then click **OK**.
5. Click **OK**, **Next**, and **Finish**.
6. Close the Accounts settings window, and the shared mailbox account will become available under your folder list on the left side of the screen.

