

Add a shared mailbox to Outlook

Reference: <https://support.microsoft.com/en-us/office/open-and-use-a-shared-mailbox-in-outlook-d94a8e9e-21f1-4240-808b-de9c9c088afd#:~:text=After%20your%20admin%20has%20added%20you%20as%20a,the%20calendar%2C%20just%20like%20they%20...%20See%20More>

1. Open Outlook.
2. Choose the **File** tab in the ribbon.
3. Choose **Account Settings**, then select **Account Settings** from the menu.
4. Select the **Email** tab.
5. Make sure the correct account is highlighted, then choose **Change**.
6. Choose **More Settings** > **Advanced** > **Add**.
7. Type the shared email address, such as info@contoso.com.
8. Choose **OK** > **OK**.
9. Choose **Next** > **Finish** > **Close**.