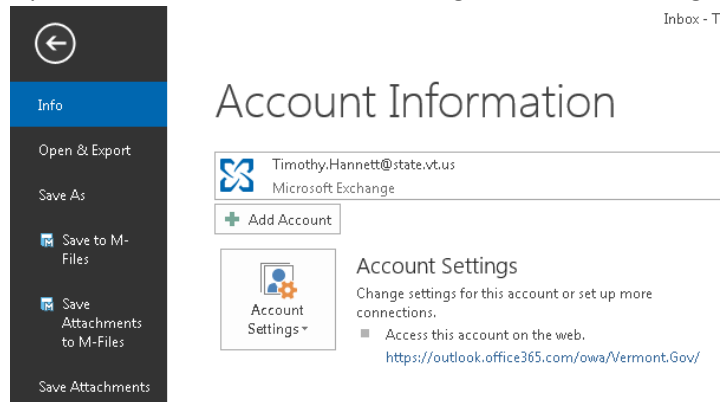
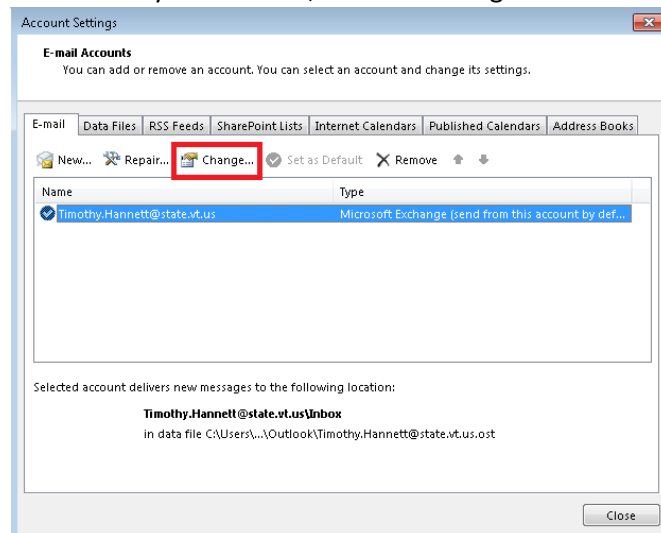


To add a shared mailbox in Outlook 2013 –

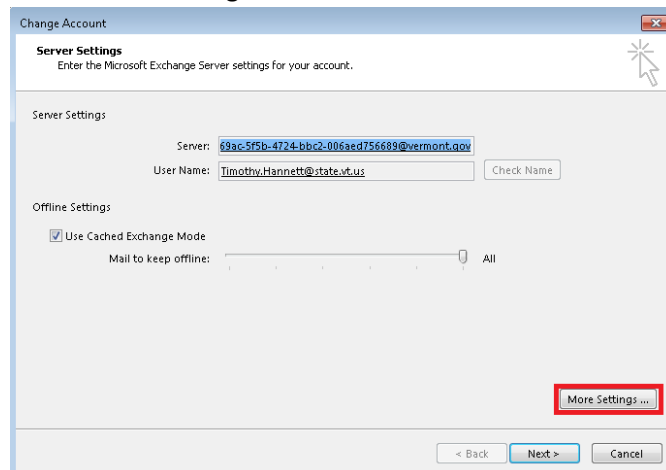
- Open the File menu in Outlook, then go to account settings.



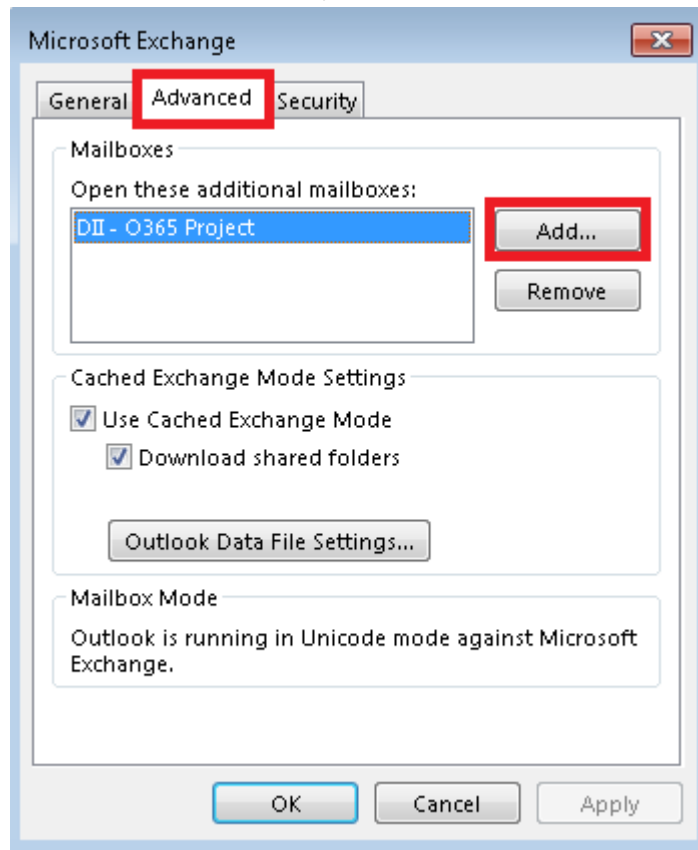
- Then select your account, and click change.



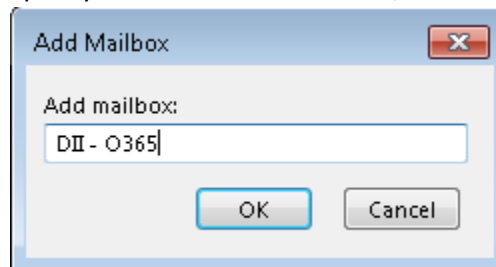
- Click "More Settings..."



- Select the “Advanced” tab, then click “Add...”.



- Specify the name of the mailbox, then click “OK”.



- Close out of the open dialogs. You should now have access to the shared mailbox.