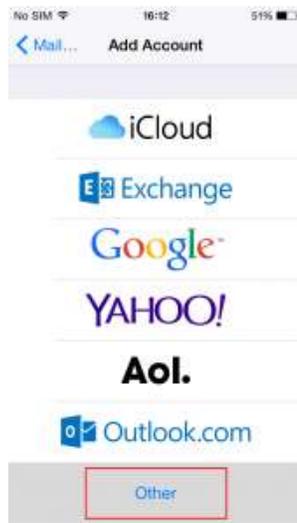# Opening Shared Mailbox on Mobile Device Using the Native App.

1. Settings
2. Mail, Contacts and Calendars
3. Add Account
4. Choose 'Other' at bottom of screen.

5. On the 'Other' screen select 'Add Mail Account'. In the new screen you will enter:
   - Name – The name that will be displayed to recipients on email
   - Email – The shared mailbox's email (e.g., myshared@neu.edu)
   - Password – Your personal email password
   - Description – Anything you choose to describe the account on your device

6. Select 'Next' to get to the full settings. Make sure that at the top of the new screen the type of account highlighted is IMAP.

7. Scroll Down to the 'Incoming Mail Server' section, where you will enter:
   - Host Name – outlook.office365.com
   - User Name – [Your myNEU username]@northeastern.edu/the shared mailbox's name (e.g., kinghusky@northeastern.edu/myshared)
   - Password – Your personal email password

8. Scroll down again to the "Outgoing Mail Server" section, where you will enter:
   - Host Name – smtp.office365.com
   - User Name – [Your myNEU username]@northeastern.edu
   - Password – Your personal email password
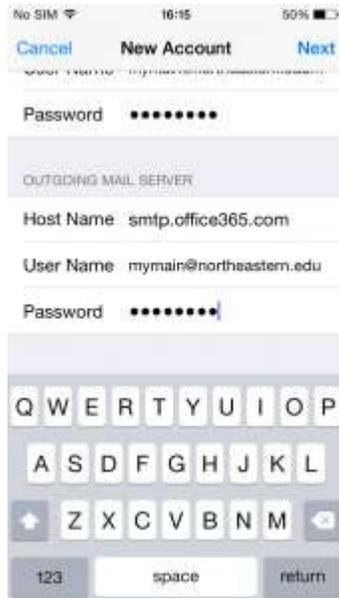
9. Select 'Next' and wait for the server to verify your settings. When complete, you will be presented with the option of what you want to sync. Make your choices, and select "Save."

10. Now you will find the shared account in your Mail app, under Mailboxes, with the description name you gave it.