These instructions will walk you through how to add a shared email account to your Outlook 2013 client.

1. In Outlook 2013, click on File, then Add Account.

2. In the Add Account window, enter
   - **Your Name:** (the name of the shared account)
   - **E-mail Address:** (the email address of the shared account)
   - **Password:** and **Retype Password:** (leave blank)

   Then click **Next.**
3. Outlook will then attempt to open up that shared account. When prompted by Windows Security, erase the shared account’s email address and enter your own address. Then enter your MIDAS password and check “Remember my credentials.” Hit OK.

4. If you have rights to the account, it will succeed. Click Finish.
5. You will receive a warning that you must restart Outlook. Click **OK** on the warning, then close Outlook.

6. The next time you start Outlook, the shared email account will be displayed in the left panel along with your other folders. You may need to scroll all the way down to see it.
Sending a message as the shared account

You can send and receive mail messages using the shared mailbox, just as you would your own mail messages. To send email from the shared account, click the **New Email** button to compose a new email, then click the **From** button and select the shared email account.

Alternatively, if you first click on any folder or message within the shared email account before you click the **New Email** button, the message will default to the shared email account in the From field. To switch back to your own account, just click on any folder or email within your account, and then any new email that you create will default to your own account.

Removing a shared mailbox

To remove a shared email account from Outlook, right click on the account you want to remove and select **Remove ‘name of shared email account’**.
You may be prompted to confirm the removal of the cached email; if so, click Yes.

After you remove the account, restart Outlook to complete the changes.