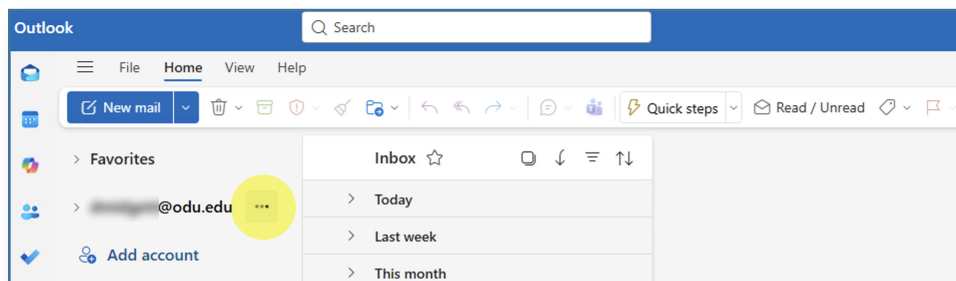


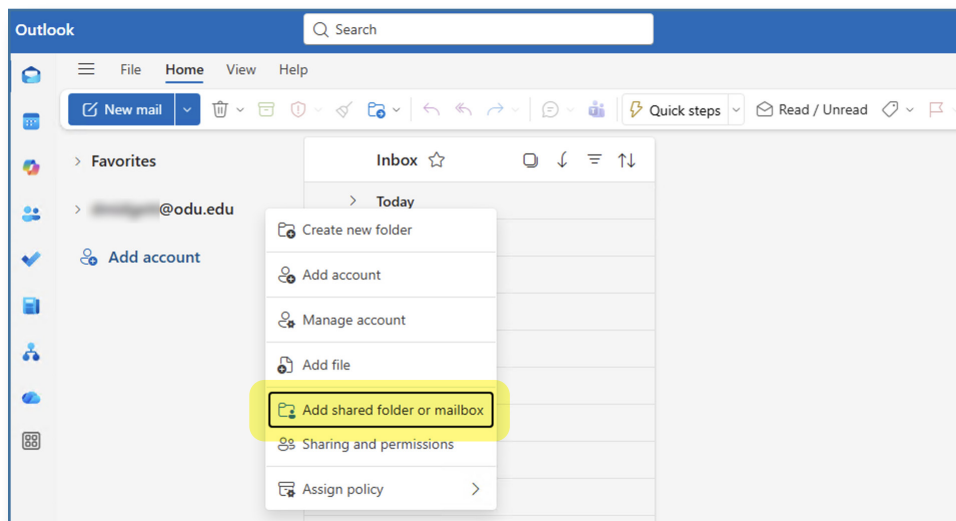
# How to access a shared email account in New Outlook (Windows)

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

1. In Outlook, click on the **three dots** to the right of your account name.



2. Click **Add shared folder or mailbox..**



## IT Help Desk

[odu.edu/helpdesk](https://odu.edu/helpdesk)

(757) 683-3192


[ithelpdesk@odu.edu](mailto:ithelpdesk@odu.edu)

1100 Monarch Hall

3. Type in the **email address** of the shared account, and click the account name when it auto-populates.

×

### Add a shared email account



Add a shared mailbox or mailbox folders from the email account of the person who has given you permission to access their mailbox, folders, or calendars with you.

ucctestgroup@odu.edu|

U

UCC Test Shared Mailbox  
UCCTestGroup@odu.edu

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4. Click **Continue**.

×

### Add a shared email account



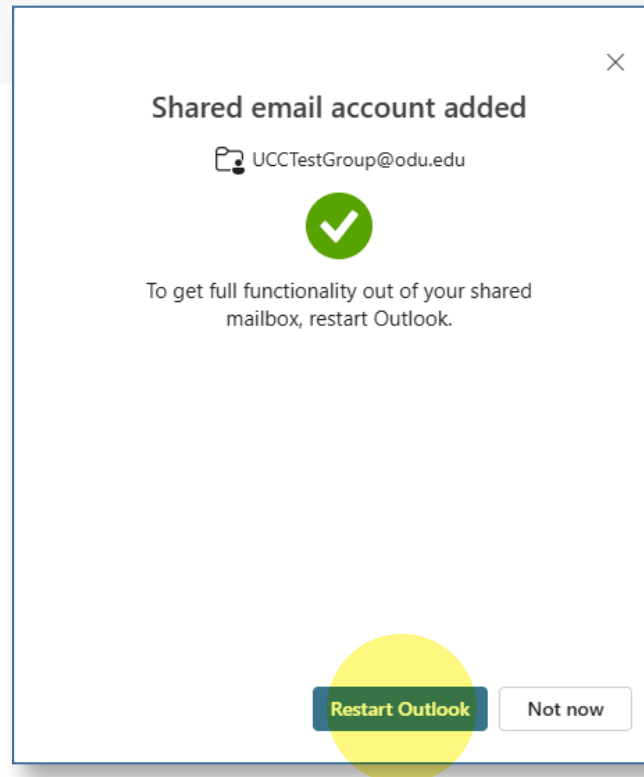
Add a shared mailbox or mailbox folders from the email account of the person who has given you permission to access their mailbox, folders, or calendars with you.

UCC Test Shared Mailbox

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Continue

5. Click **Restart Outlook** when prompted.



5. After Outlook restarts, the shared mailbox will be on the left with a **shared** icon (two people next to each other).

