## **OLD DOMINION** UNIVERSITY

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

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

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

¢		Import
Info	Account Information	
Open & Export	bblue@odu.edu	
Save As	Microsoft Exchange	
Save as Adobe PDF	Add an e-mail account or other connection. Ork Settings	
	Account Settings = Access this account on the web.	
Print	https://outlook.office365.com/owa/odu.edu/ Connect to social networks.	
Office Account	Change	
Options	Automatic Replies (Out of Office)	
Exit	Use automatic replies to notify others that you are out of office, on vacation, or Automatic Replies     Use automatic replies to respond to e-mail messages.	
	Mailbox Cleanup Manage the size of your mailbox by emptying Deleted Items and archiving.	

2. In the Add Account window, enter the **email address** of the shared account, then click **Connect**.



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3. Outlook will then attempt to open up that shared account. When prompted to enter a password, click **Sign in with another account**.

SharedAccount@odu.edu	
Enter password	
Password	
Forgot my password	
Sign in with another account	
	Sign in

4. Enter your faculty/staff email address and click Next.

Microsoft					
Sign in					
bblue@odu.edu					
Can't access your account?					
Can't access your acco	unt?				
Can't access your accor Sign in with a security l	unt? key ⑦				
Can't access your accor Sign in with a security l	unt? key (?) Pock	Novt			

5. Enter your MIDAS password and click Sign in.





6. Authenticate with your second factor.

ŵ	Choose an authentication method					
OLD DOMINION UNIVERSITY	Duo Push RECOMMENDED	Send Me a Push				
I D E A FUSION						
What is this?	- Dasscode	Entor a Dassendo				
Add a new device	L Passeoue					
My Settings & Devices						
Need help?	Remember me for 7 days					
	—					

7. If you have permission to access the account, it will succeed and you will see the following window. Click **Done**.





8. When you restart Outlook, the shared email account will appear in the folder list (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.

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	Cc										
	Bcc										
	Subject										

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.