A cluster of colorful, 3D-style geometric shapes in shades of yellow, green, and blue, located in the top-left corner of the slide.

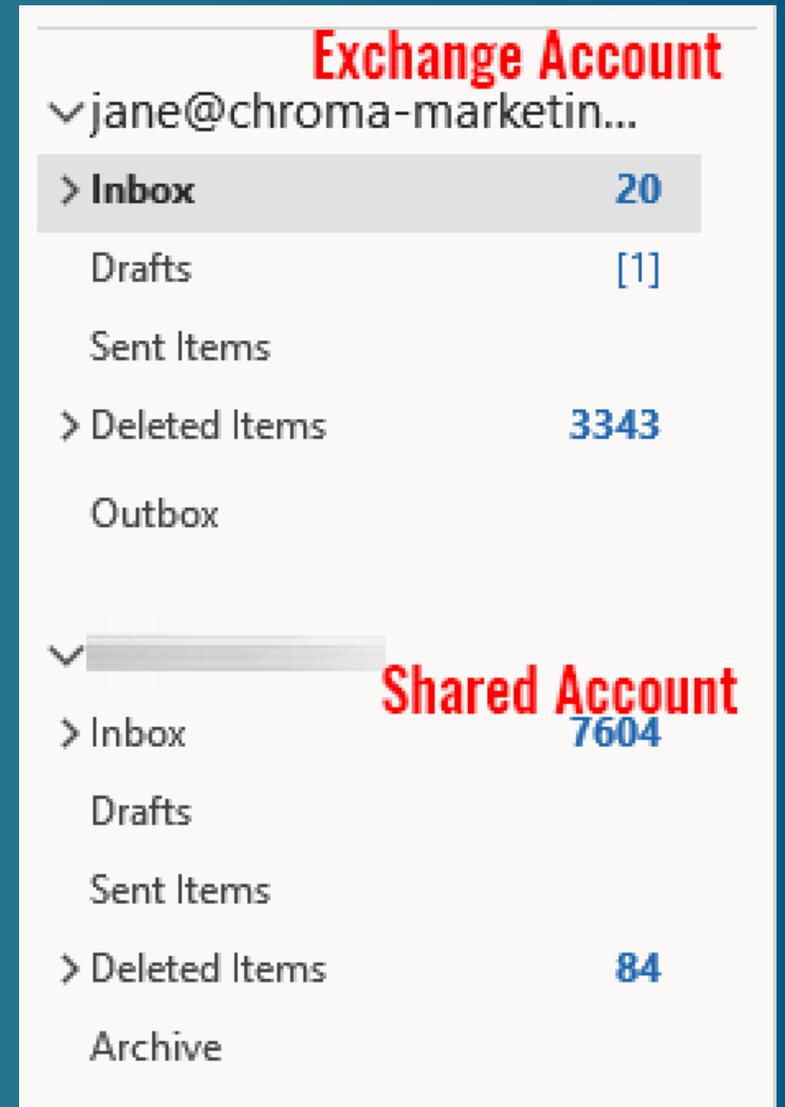
# Shared Mailbox

For Office 365



A Shared Mailbox folder is an unlicensed mailbox folder that different users can see.

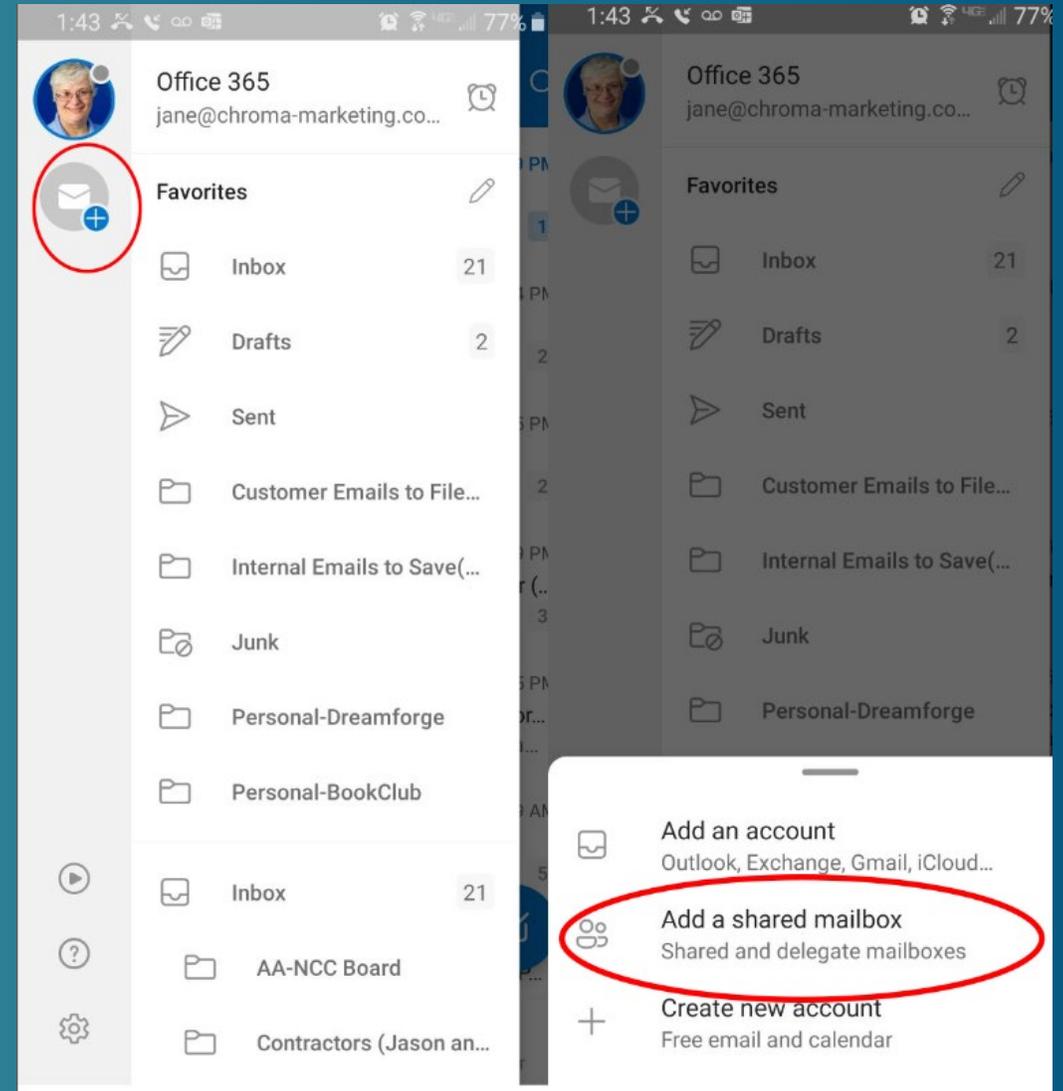
When a user is given permission, the mailbox will appear in the left side bar of Outlook.



# Add shared mailbox to phone

- In Outlook App click your profile Icon and then click the Add Icon (left)
- Click Add a Shared Mailbox
- Enter the email address of the mailbox.

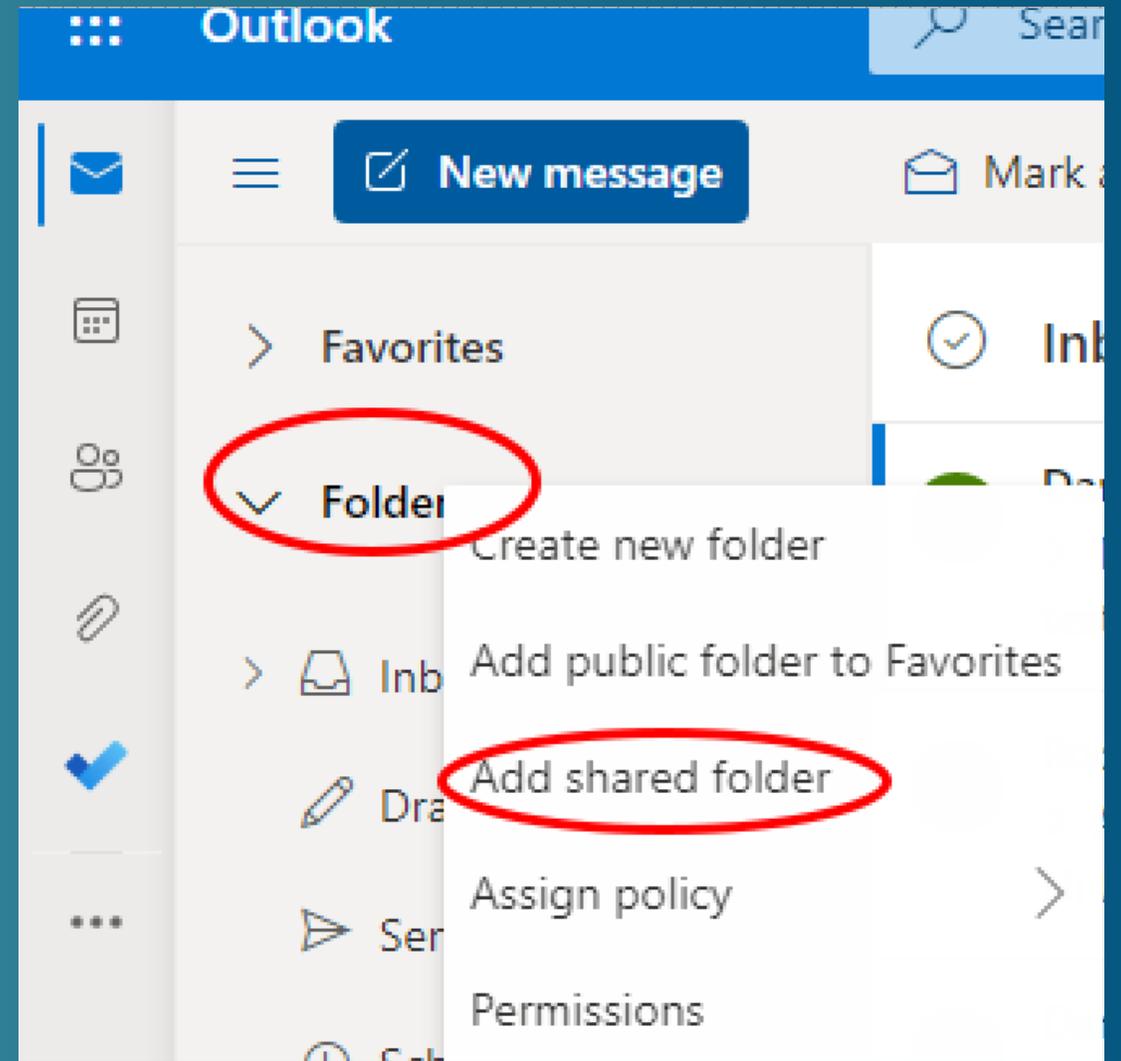
NOTE: An administrator on the account has to share it with you before you add it.



# Add shared mailbox to webmail

- Login at Office.com
- Right Click on Folder
- Choose Add shared folder

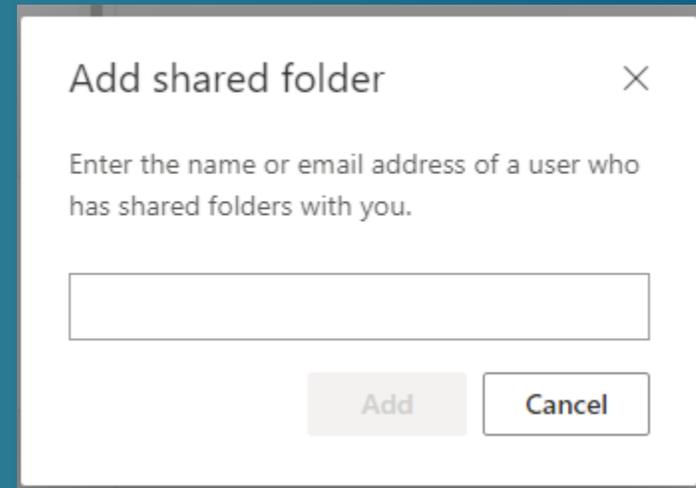
NOTE: An administrator on the account has to share it with you before you add it.



# Add shared mailbox to webmail

- Enter the email address of the shared folder.
- Click Add.
- This folder will appear in the left bar of our Outlook online interface.

NOTE: An administrator on the account has to share it with you before you add it.



The screenshot shows a dialog box titled "Add shared folder" with a close button (X) in the top right corner. Below the title, there is a text prompt: "Enter the name or email address of a user who has shared folders with you." Underneath the prompt is a text input field. At the bottom of the dialog, there are two buttons: "Add" and "Cancel".





chroma  
marketing essentials

724-523-3001

Visit: [www.chroma-marketing.com](http://www.chroma-marketing.com)

Emai: [info@chroma-marketing.com](mailto:info@chroma-marketing.com)

