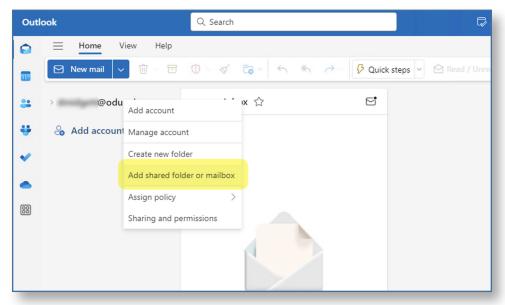
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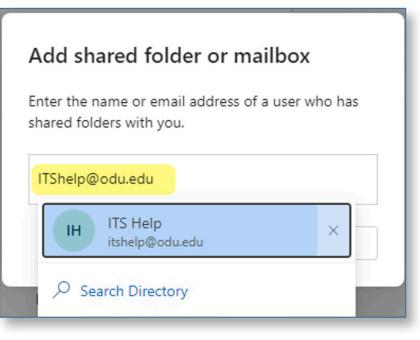
How to access a shared email account in New Outlook (Windows)

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

1. In Outlook, right click your **account name**, then click **Add shared folder or mailbox**.



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



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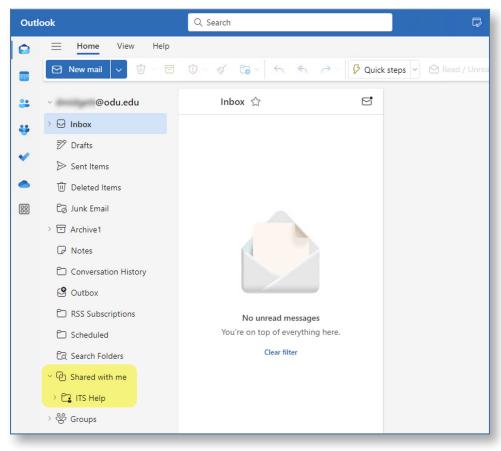
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3. Click Add.

Add shared folder or mailbox Enter the name or email address of a user who has shared folders with you.

4. Find the mailbox in a folder called **Shared with me**.

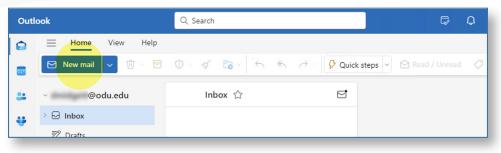


How to access a shared email account in New Outlook

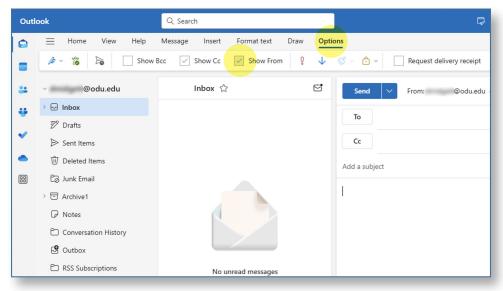


Sending mail from shared mailbox

1. To send email from the shared account, click the **New mail** button.



2. If you don't see the **From** field next to the **Send** button, click the **Options** tab, then check the box next to **Show From**.



3. Click the **From** field and change it to the shared email address. (If you don't see the shared address, choose **Other email address** and type in the address. You should only have to do this once. After you send the first message, it will show up in the **From** field automatically.)

Send 🗸	From: @odu.edu ~	0 ~ Ŵ	Ø
T -	✓ @odu.edu		
То	Other email address		Bcc
Cc			
Add a subject Draft saved at 5:09 PM			: 5:09 PM

4. Finish composing the message and click **Send**.

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