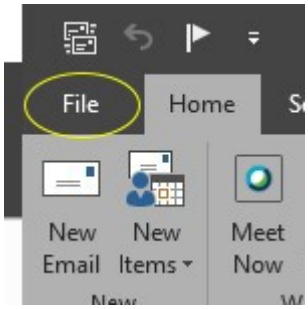
Adding an Email Account or Shared Mailbox to Outlook

Outlook Desktop (2016+) on Windows

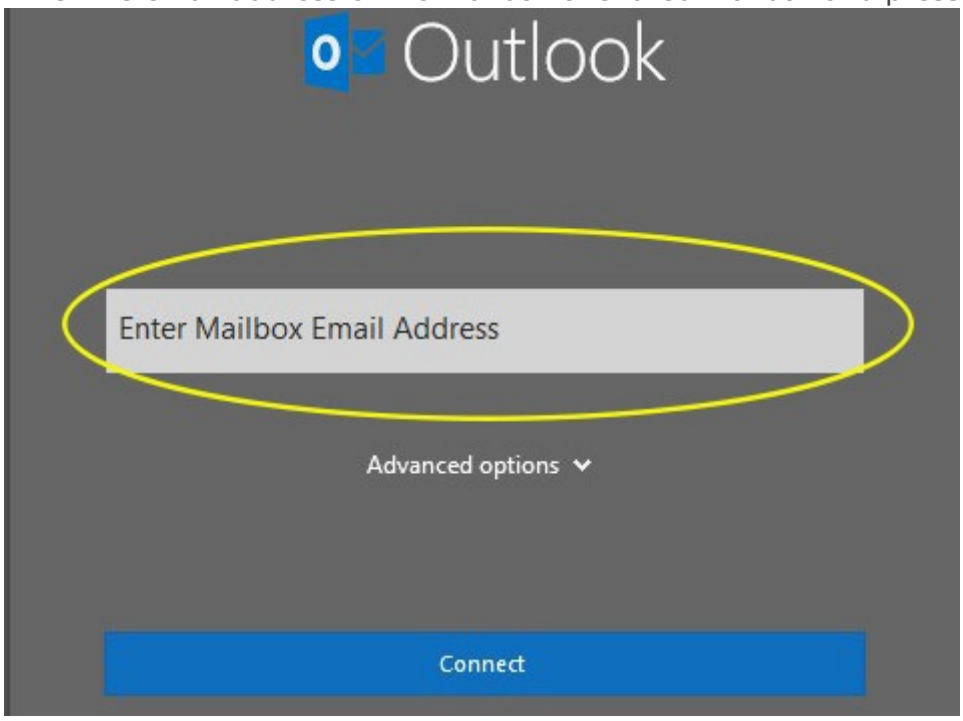
1. Open Outlook.
2. Select **File** from the top menu bar.



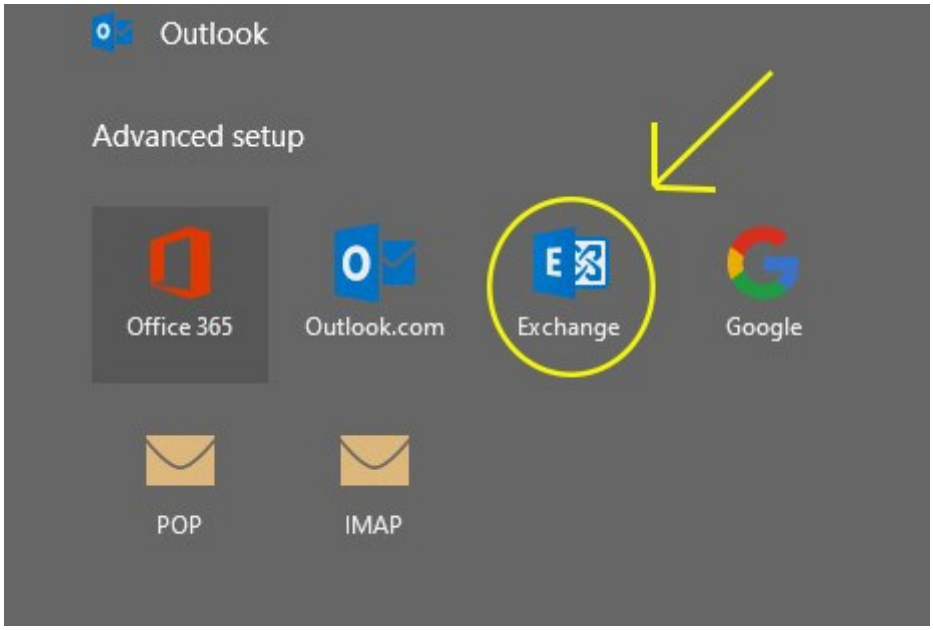
3. Press the **Add Account** button.



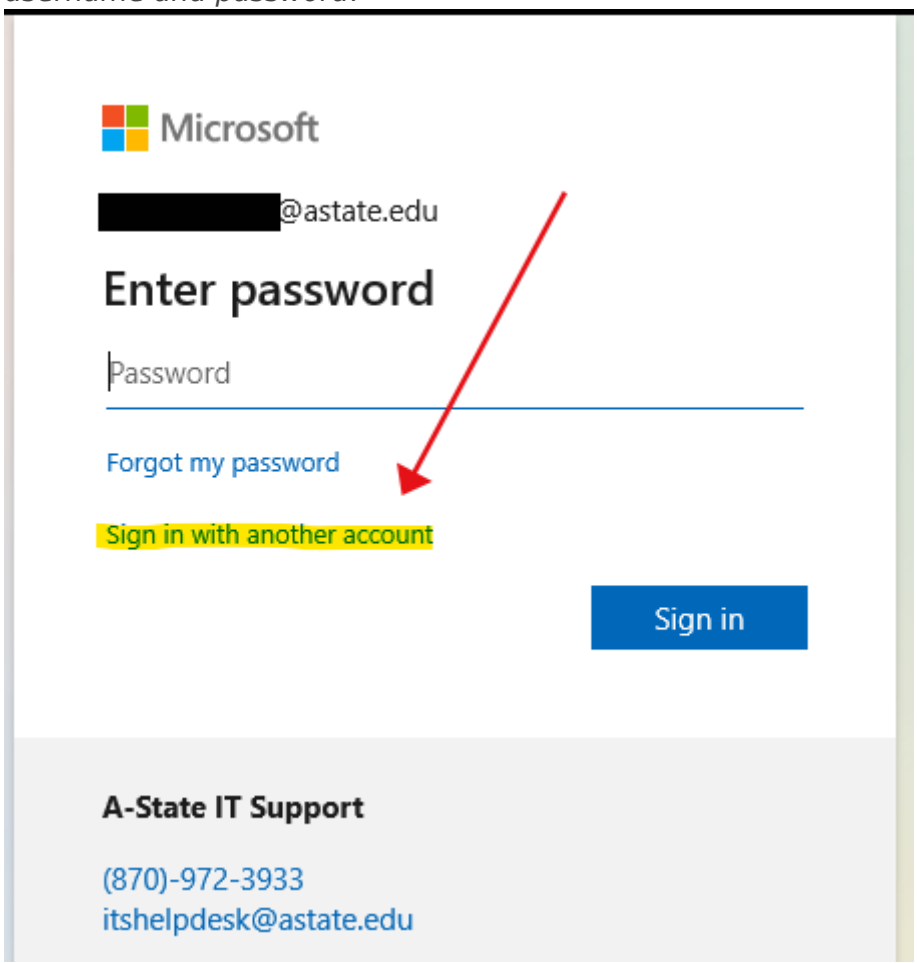
4. Enter the email address of the mailbox or shared mailbox and press **Connect**.



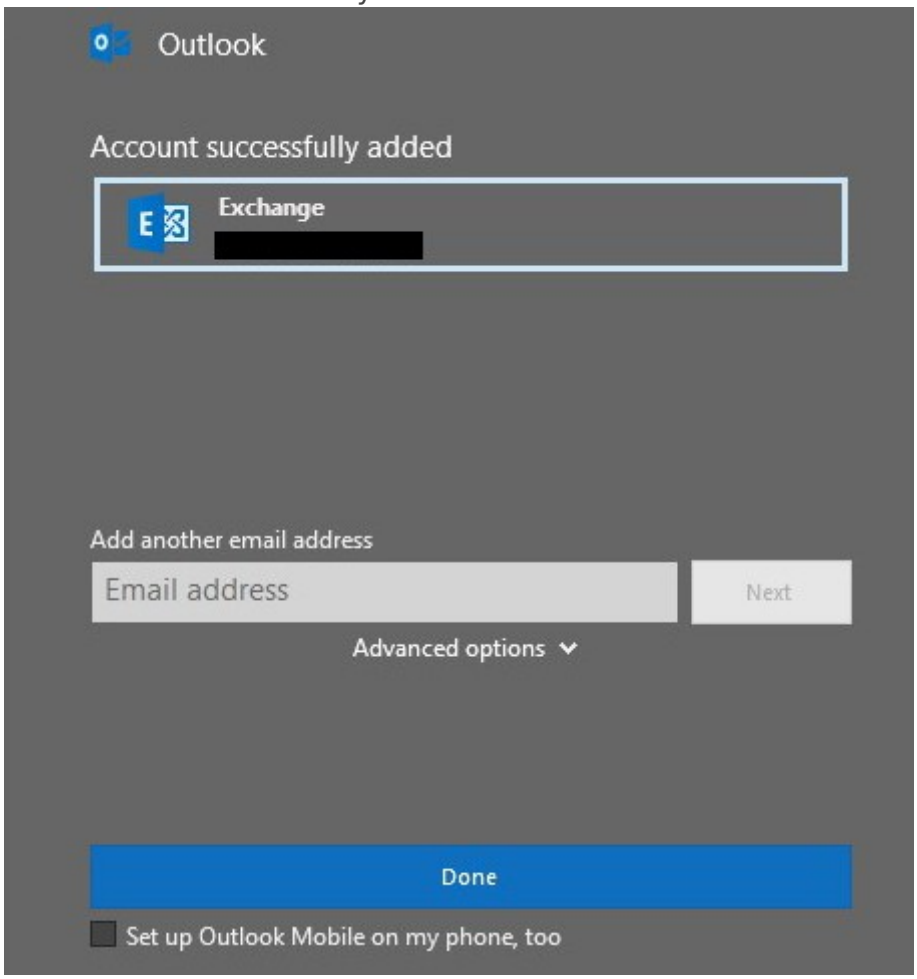
5. Select the Exchange icon. As soon as you click on the Exchange icon, Outlook will attempt to connect to the mailbox.



6. If prompted for a password, select **Sign in with another account** and enter *your A-State username and password*.



7. Once Outlook successfully connects to the mailbox Press **Done**



Outlook Desktop on Mac OS

1. Open Outlook
2. In the **Tools** menu, choose **Accounts**, and select the account that has access to the mailbox.
3. Select **Delegation and Sharing**
4. Choose **Shared With Me** tab
5. Choose **+** to add a shared or delegated mailbox

Notes

- You may need to restart Outlook after adding the new mailbox.
- When adding a shared mailbox, if you are prompted for any credentials enter y*our A-State credentials*.
- If you have permissions to custom folders in the mailbox but not to the top-level mailbox folder, the custom folders will not appear in the folder list. Only default folders that you have permissions to, such as Inbox, Sent Items, Deleted Items, and Calendar, will appear in the folder list without top-level mailbox folder permissions.

Additional Microsoft resources

- Quick Start Guide
- Outlook Training
- Outlook Help
- eBook: Outlook Tips & Tricks
- Download PDF: Outlook Quick Start Guide

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