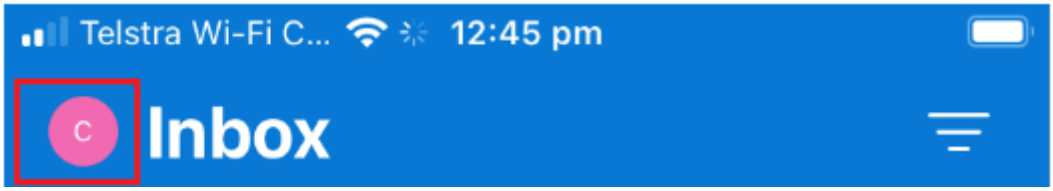
Add a Shared Mailbox in the Outlook App

Use the below steps to add a shared mailbox to your Outlook using the Android or iPhone Outlook app.

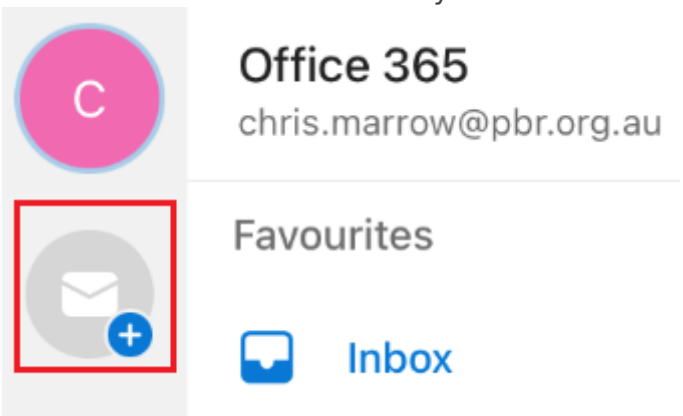
> You must have access to the shared in order for it to be added.

Step-by-step guide

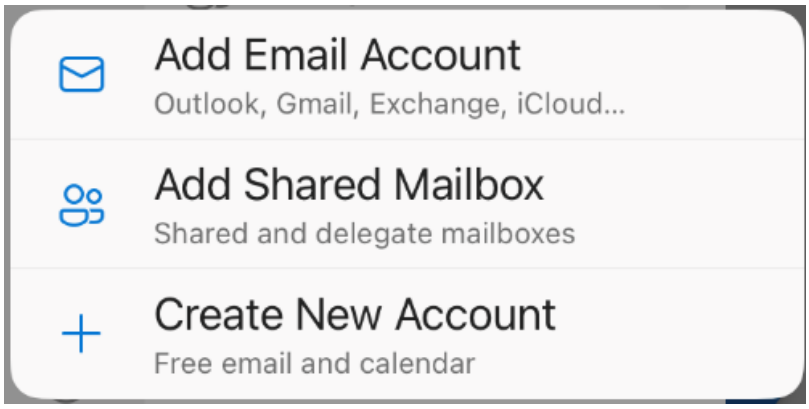
1. Open the Outlook app.
2. Click on your **initial** in the top left hand corner.



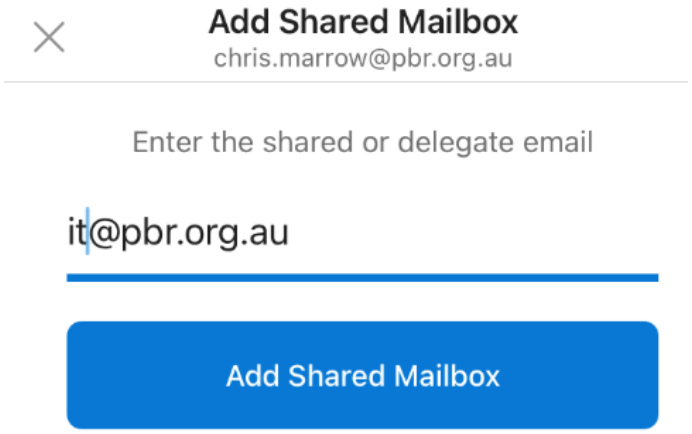
3. Click on the **Mail+** icon under your initial in the left hand menu.



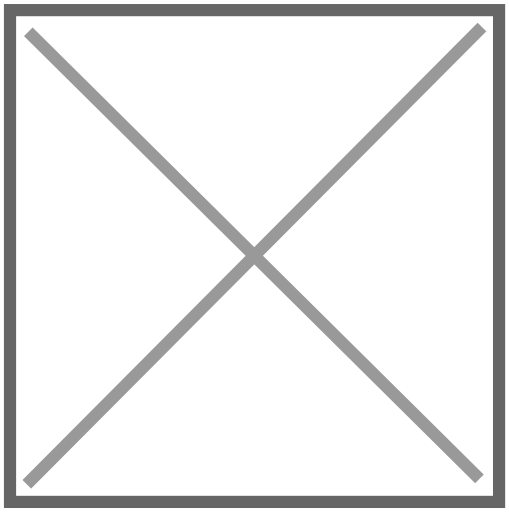
4. A new menu will appear. Click on **Add Shared Mailbox**.



5. Enter in the name of the shared mailbox and click on the button **Add Shared Mailbox**.



6. The new mailbox will be added. You can switch to it by click on the **initial**.



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