

Outlook Mobile App

- [Add a Shared Mailbox in the Outlook App](#)
- [Setup email on an Android phone](#)
- [Setup email on an iPhone](#)

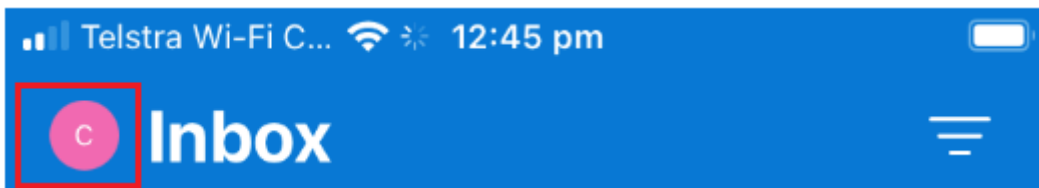
Add a Shared Mailbox in the Outlook App

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

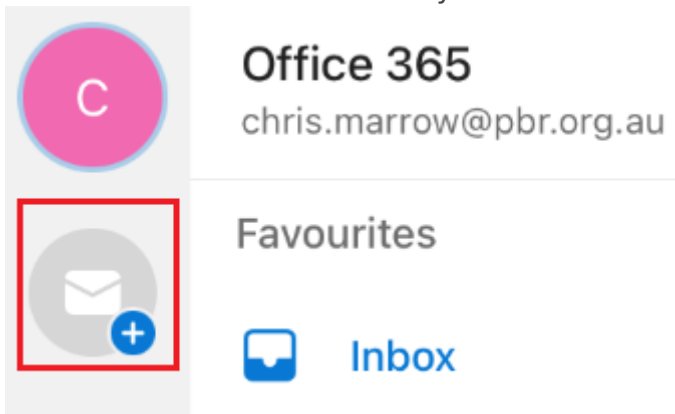
You must have access to the shared in order for it to be added.

Step-by-step guide

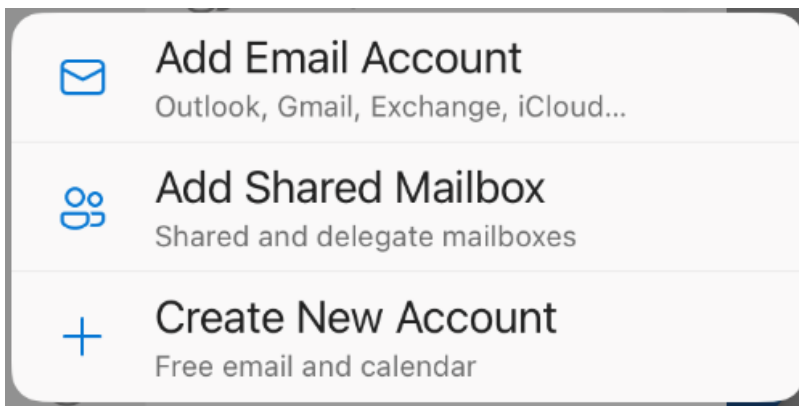
1. Open the Outlook app.
2. Click on your **initial** in the top left hand corner.




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**.

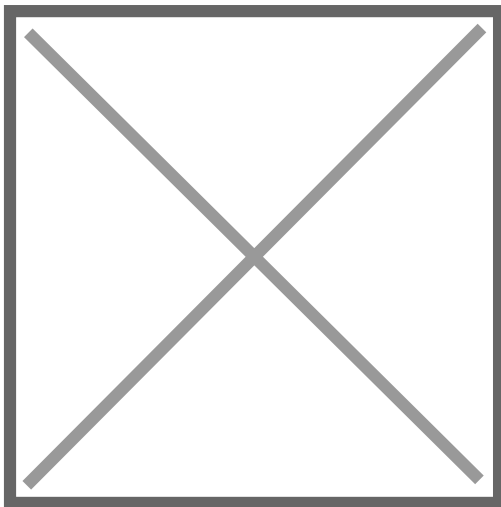
 **Add Shared Mailbox**
chris.marrow@pbr.org.au

Enter the shared or delegate email

it@pbr.org.au

Add Shared Mailbox

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



Setup email on an Android phone

Follow the below steps to setup email on an Android phone.

Step-by-step guide

1. Download the Outlook app from the Android app store if you don't already have it.
2. Open the Outlook app.
3. Click on **Get Started**.

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Outlook

A better way to manage your email.

GET STARTED

4. Enter in your PBR email address.

×


Add account

?

Enter your work or personal email address.

test.user@pbr.org.au

@outlook.com @live.com.au @eq.edu.au @bigpo

 CREATE NEW ACCOUNT

PRIVACY AND TERMS

CONTINUE >

5. Enter your password and click on **Sign In**.



test.user@pbr.org.au

Enter password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

6. Click on **Maybe Later**.

Add another account

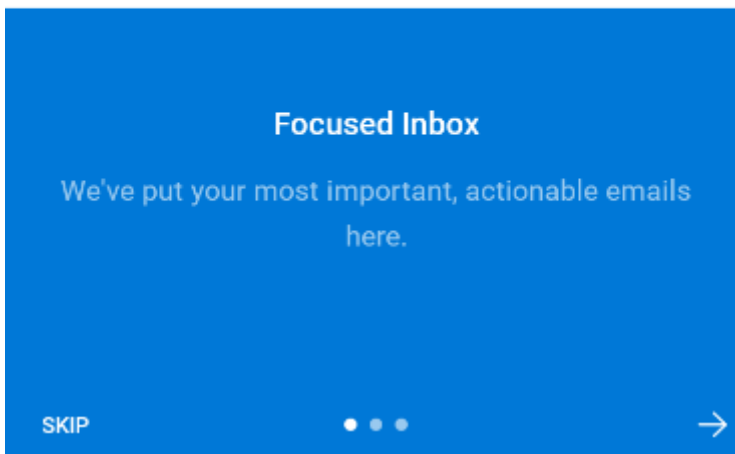
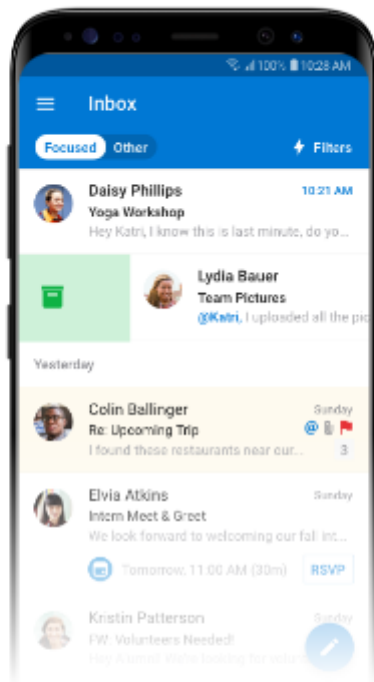


Would you like to add another account?

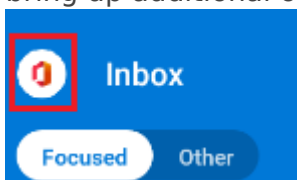
MAYBE LATER

ADD >

7. Click on the arrow to scroll through the instructions or press **Skip** to finish setup.



8. You will be taken to your Inbox. Click on the **Microsoft icon** in the top left hand corner to bring up additional options & see your other folders.

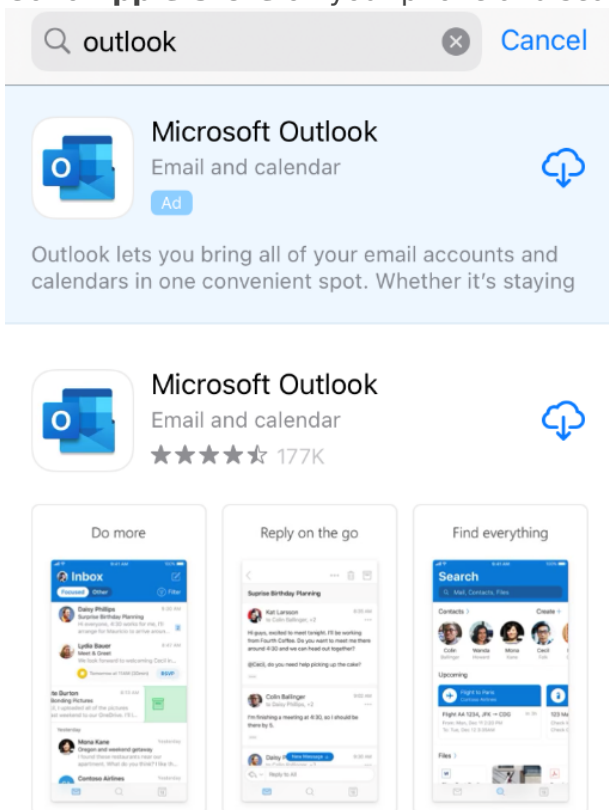


Setup email on an iPhone

Follow the below steps to setup email on your iPhone.

Step-by-step guide

1. Go to **Apple Store** on your phone and search for **Outlook** and download it.



2. Open **Outlook**. You may already see your PBR email address listed. Click on **Add Account**
3. Enter in your PBR Email if prompted, then click the **Add Account Button**.



Add Account

Enter your work or personal email

chris.marrow@pbr.org.au

Add Account

Create New Account



Sign in using the QR code on your computer

4. Enter in your PBR Email password and click **Sign In**.



Not Office 365 

PUFFING BILLY
RAILWAY

chris.marrow@pbr.org.au

Enter password

••••••••

[Forgot my password](#)

[Sign in with another account](#)

Sign in

5. You can add another account if required, otherwise click on **Maybe Later**.

Add Another Account



Would you like to add
another account?

Maybe Later

Add

6. You will now be taken to your inbox