

# How to use group mailbox

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## 1 Overview

The group mailbox in Office 365 is called a shared mailbox.

This document provides the web link to Microsoft's official guide that will show you how to use a shared mailbox in Office 365.

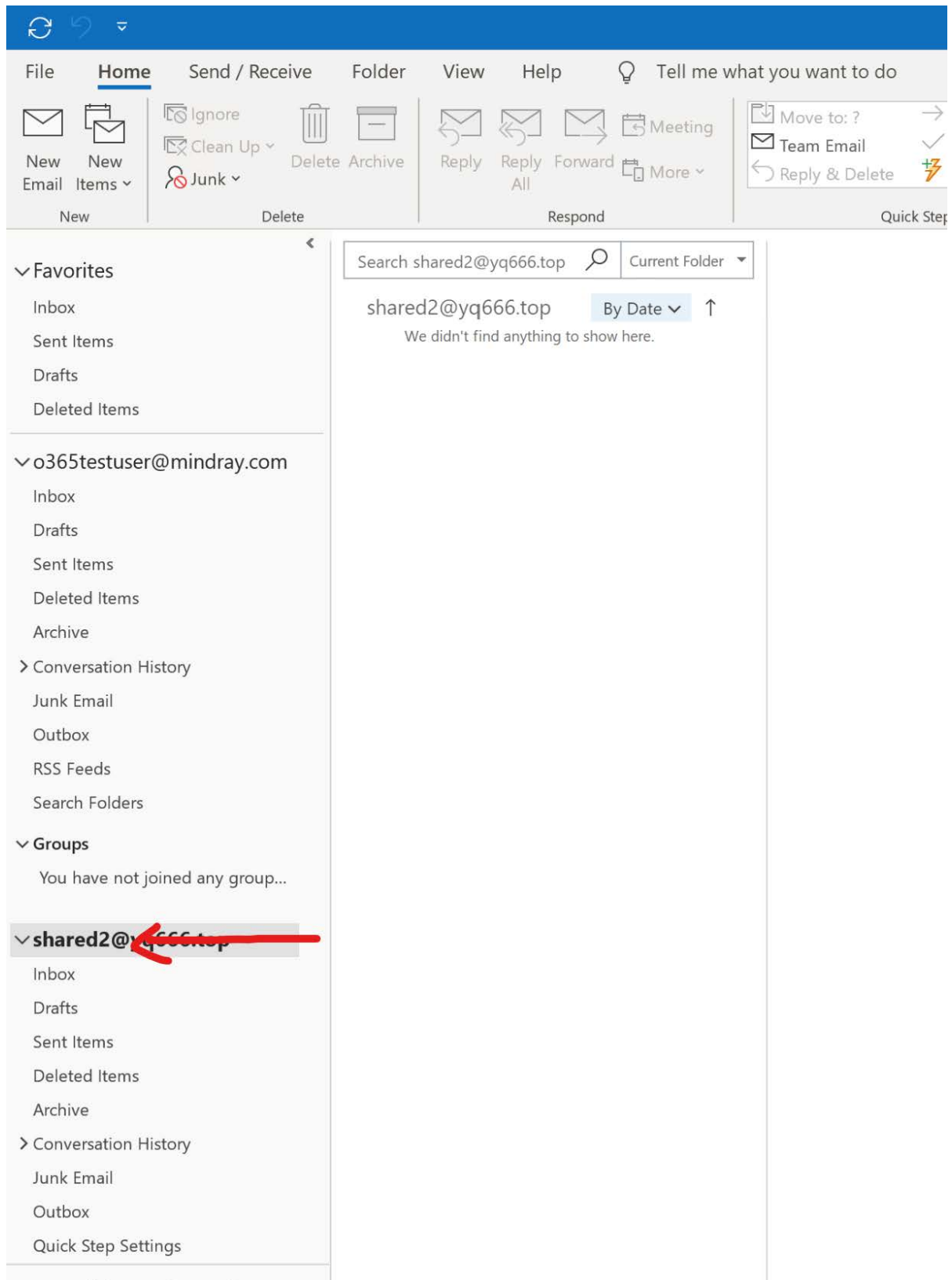
### 1.1 How to use a shared mailbox in Microsoft Outlook on PC?

You can follow the official guide on how to use a shared mailbox from Microsoft by using the link below.

<https://support.office.com/en-us/article/open-and-use-a-shared-mailbox-in-outlook-d94a8e9e-21f1-4240-808b-de9c9c088afd>

Usually, once the shared mailbox is migrated, your shared mailbox will be appear automatically in your Outlook, nothing needs to do on your side. Like the below picture, the shared mailbox is already in your outlook.

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If the shared mailbox does not display in your Outlook, you should add the mailbox by yourself.

Please follow the below steps:

1. Open account settings.

The screenshot shows the Outlook 'Account Information' page. On the left is a blue sidebar with navigation options: Info, Open & Export, Save As, Save Attachments, Print, Office Account, Feedback, Options, and Exit. A red arrow points to the 'Info' option. The main content area is titled 'Account Information' and shows the account 'o365testuser@mindray.com' (Microsoft Exchange). Below this is a '+ Add Account' button. The 'Account Settings' menu is open, showing options like 'Account Settings...', 'Account Name and Sync Settings', 'Delegate Access', 'Download Address Book...', 'Manage Mobile Notifications', 'Change Profile', and 'Manage Profiles'. A red arrow points to the 'Account Settings...' option. The background of the settings menu is semi-transparent, showing the 'Account Settings' header and a list of settings options. The 'Account Settings' header includes a link to 'Access this account on the web' with the URL 'https://outlook.office365.com/owa/mindray.com/'. The 'Account Settings' menu also includes a 'Change' link next to a profile picture placeholder.

shared2@yq666.top - Outlook

## Account Information

o365testuser@mindray.com  
Microsoft Exchange

+ Add Account

### Account Settings

Change settings for this account or set up more connections.

- Access this account on the web.  
<https://outlook.office365.com/owa/mindray.com/>

one, iPad, Android, or Windows 10 Mobile.

[Change](#)

ut of Office)

others that you are out of office, on vacation, or not available to

x by emptying Deleted Items and archiving.

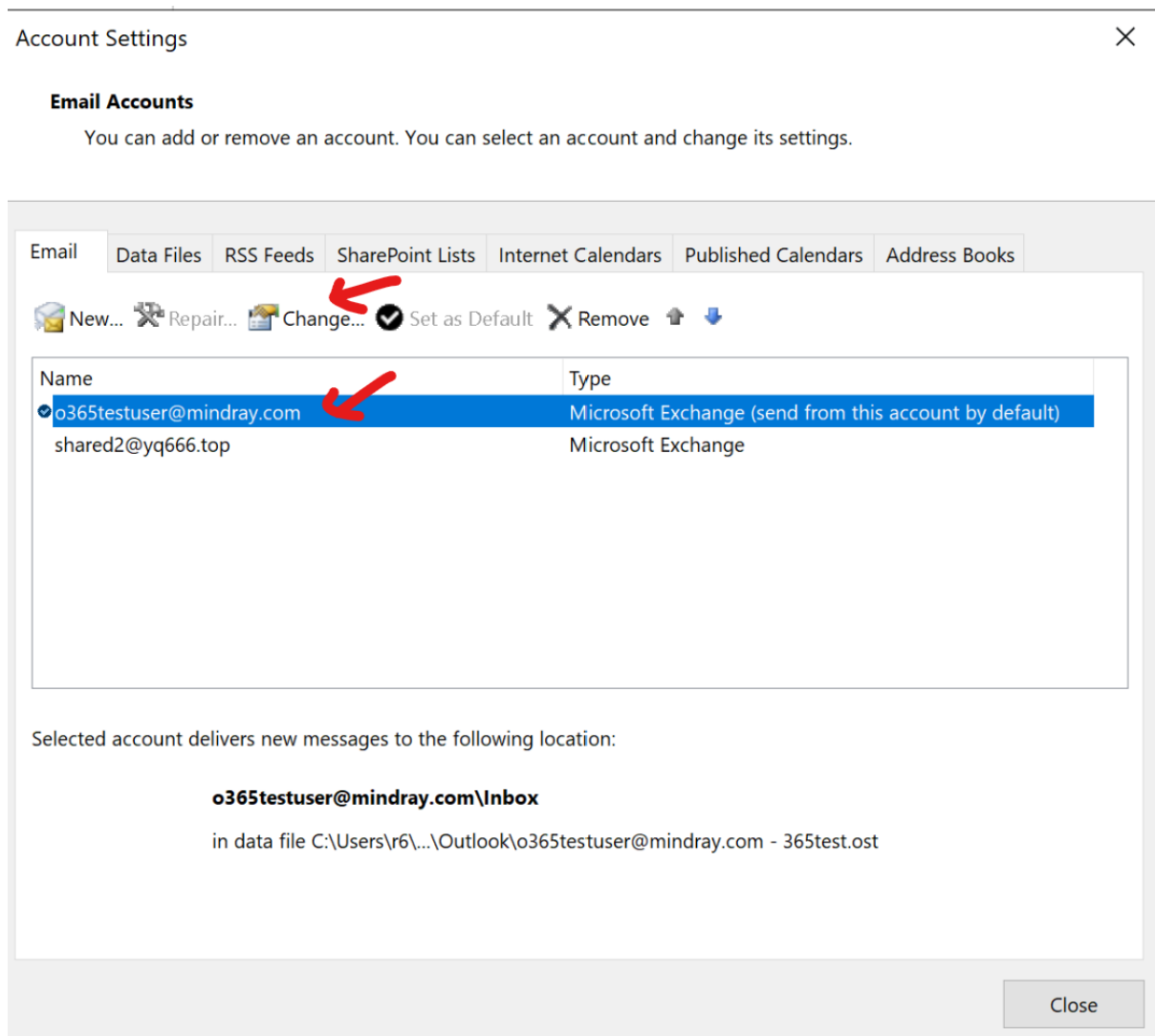
anize your incoming email messages, and receive updates when moved.

OM Add-ins

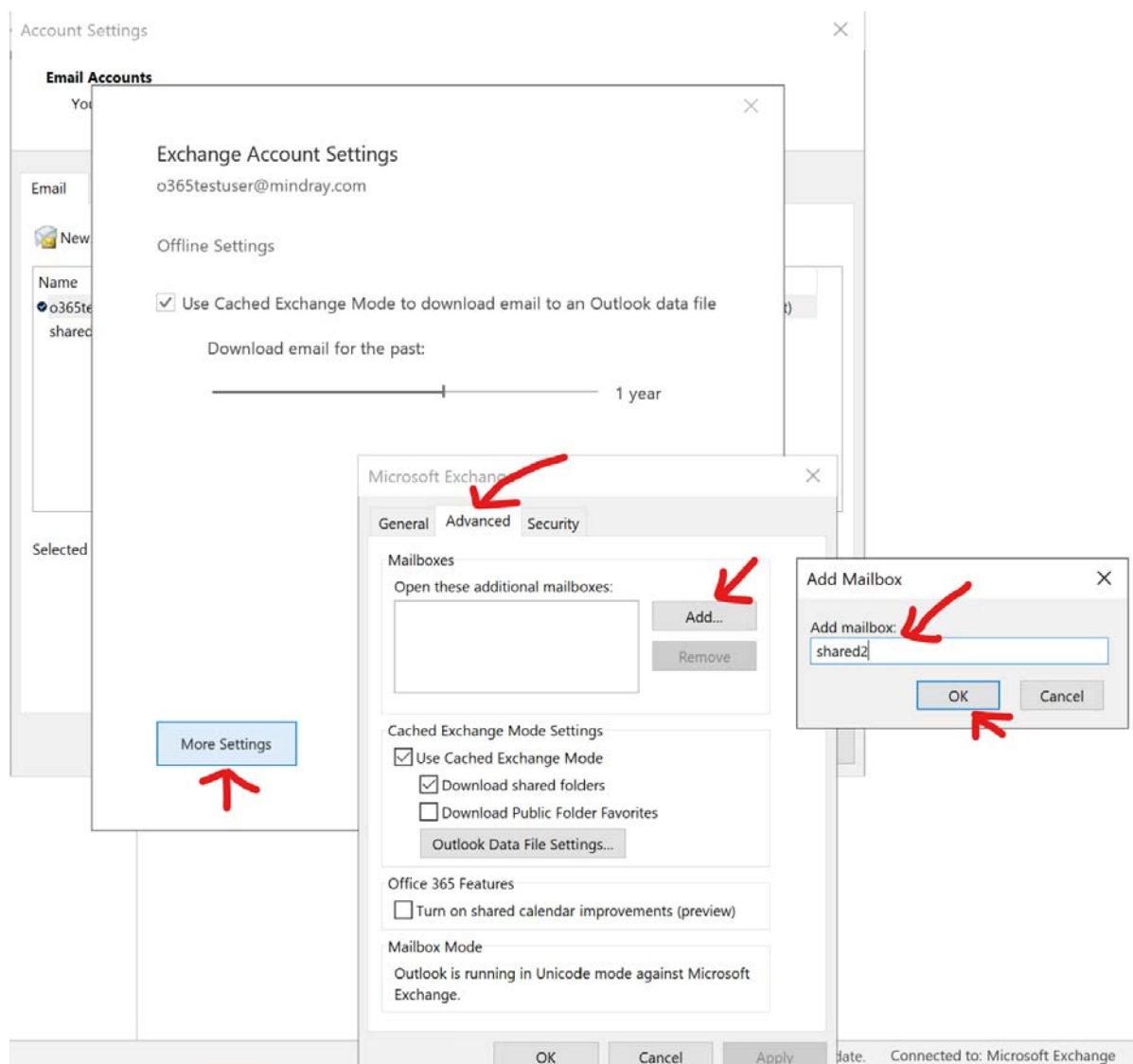
ffecting your Outlook experience.

Add-ins

## 2. Click change



### 3. Add your group mailbox to your Outlook



## 1.2 How to use a shared mailbox in Microsoft Outlook mobile APP?

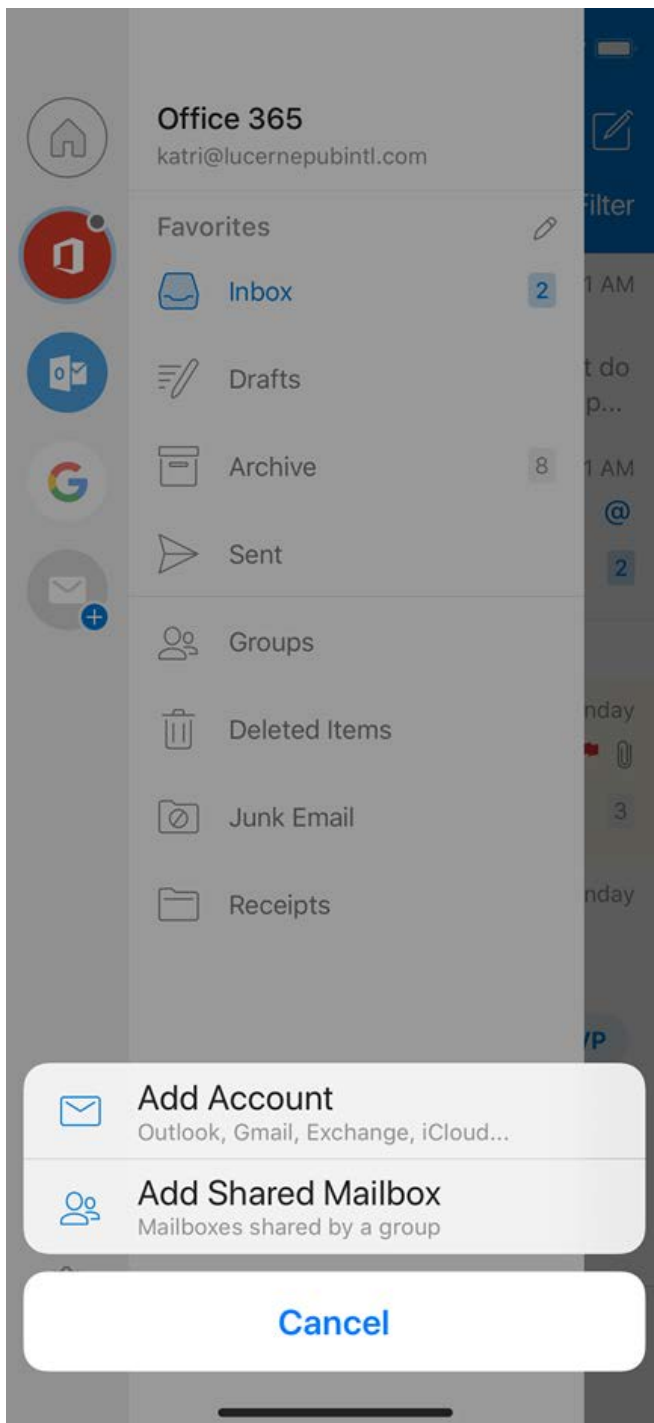
We recommend using the official guide how to use a shared mailbox in Outlook in the below link.

<https://support.office.com/en-us/article/open-and-use-a-shared-mailbox-in-outlook-d94a8e9e-21f1-4240-808b-de9c9c088afd>

To access a shared mailbox on a mobile device, use the following steps.

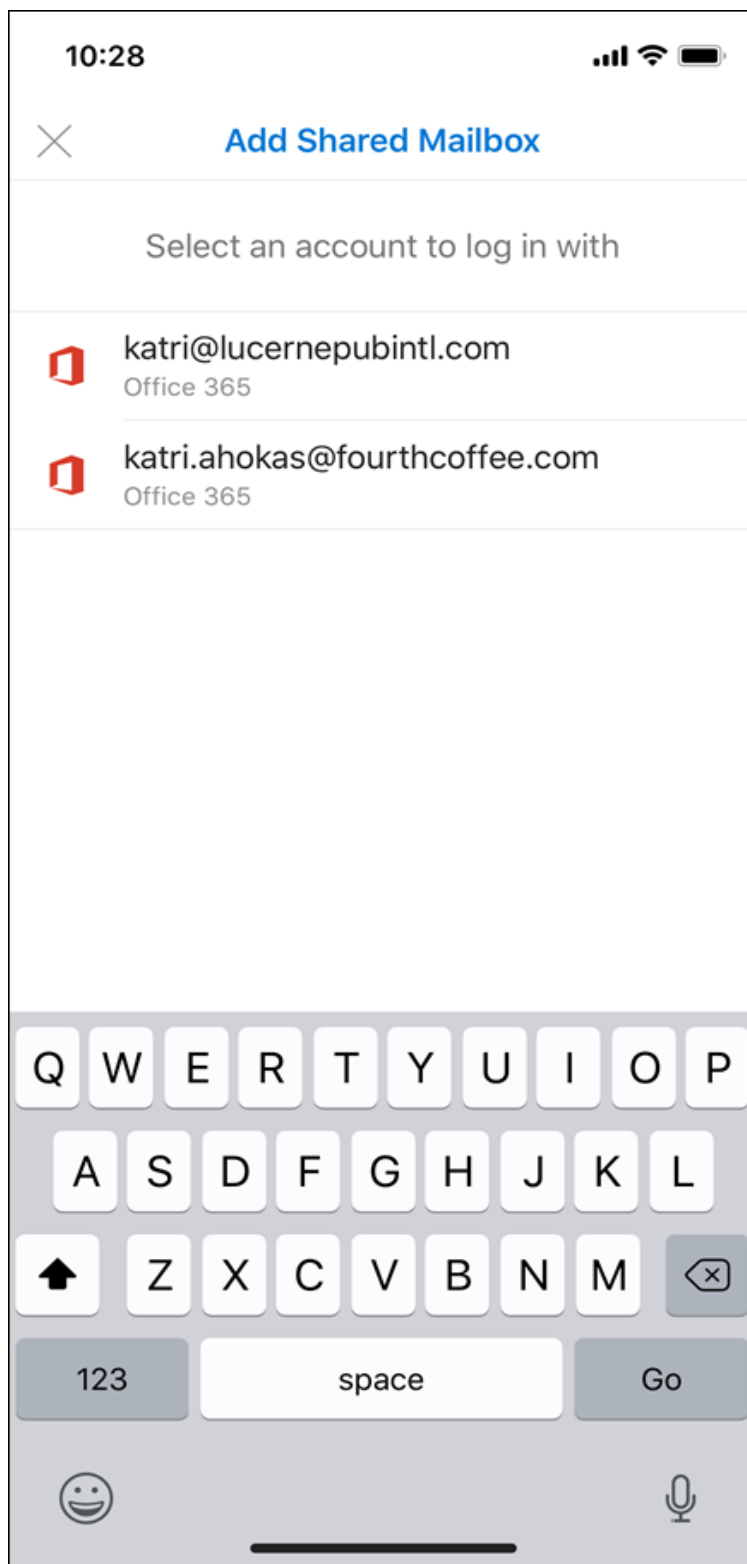
1. Sign into your primary account in Outlook for iOS or Android.

2. Tap the **Add Account** button in the left navigation pane, then tap **Add a Shared Mailbox**.





3. If you have multiple accounts in Outlook Mobile, select the account that has permissions to access the shared mailbox.



After the account setup process completes, the shared mailbox will display in your account list in Outlook for iOS or Outlook for Android.

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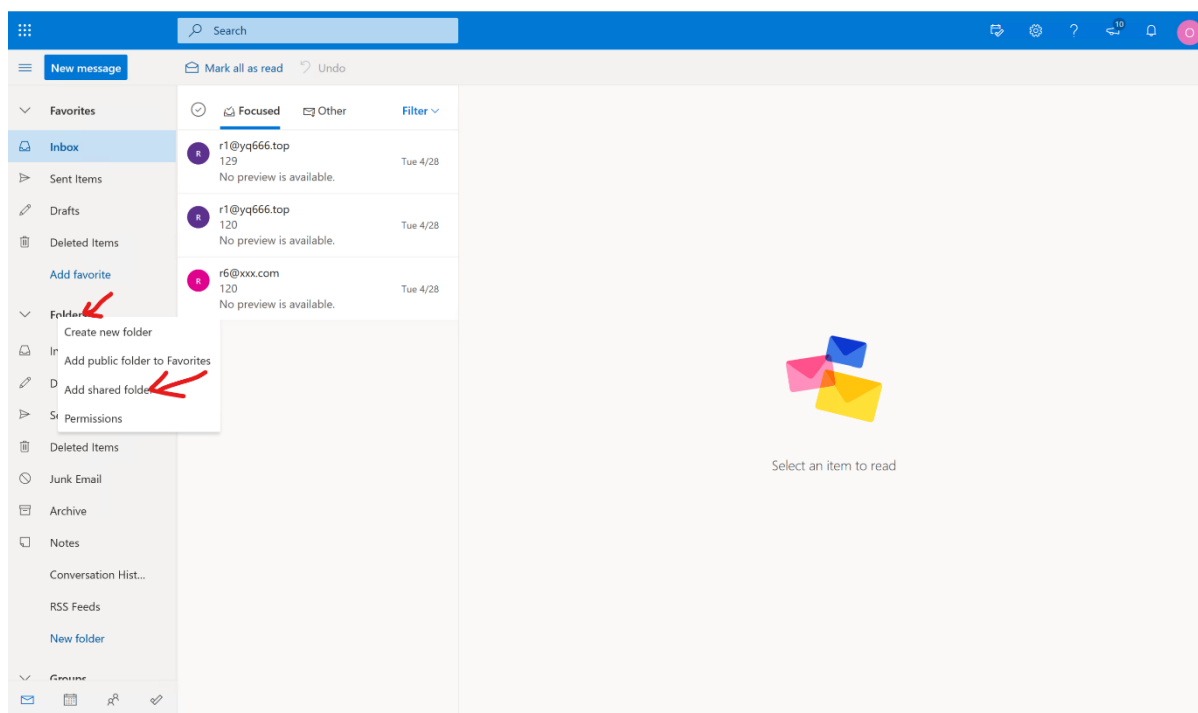
### 1.3 How to use group mailbox in Outlook on the web

We recommended using the below link to show you how to use a shared mailbox for Outlook webmail

<https://support.office.com/en-us/article/add-a-shared-mailbox-to-outlook-on-the-web-98b5a90d-4e38-415d-a030-f09a4cd28207>

To use a shared mailbox in Outlook webmail, please follow the below steps:

1. Open your Outlook on the web - <https://mail.mindray.com/>
2. Add the shared mailbox in your Outlook on the web by right clicking the folder on the left side, and then add shared folder for your shared mailbox.



Mail - o365testuser - Outlook

https://outlook.office.com/mail/inbox

Search

New message Mark all as read Undo

Favorites

- Inbox
- Sent Items
- Drafts
- Deleted Items
- Add favorite

Folders

- Inbox
- Drafts
- Sent Items
- Deleted Items
- Junk Email
- Archive
- Notes
- Conversation Hist...
- RSS Feeds
- New folder

Focused Other Filter

r1@yq666.top 129 Tue 4/28  
No preview is available.

r1@yq666.top 120 Tue 4/28  
No preview is available.

r6@xxx.com 120 Tue 4/28  
No preview is available.

**Add shared folder**

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

Suggested contacts

- 362290293@qq.com
- testmail1
- Beiliang Bao
- 刘树文 Anton
- userhk01-new