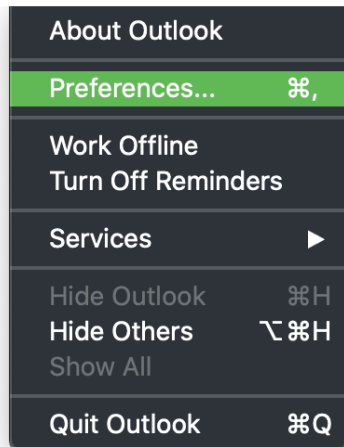


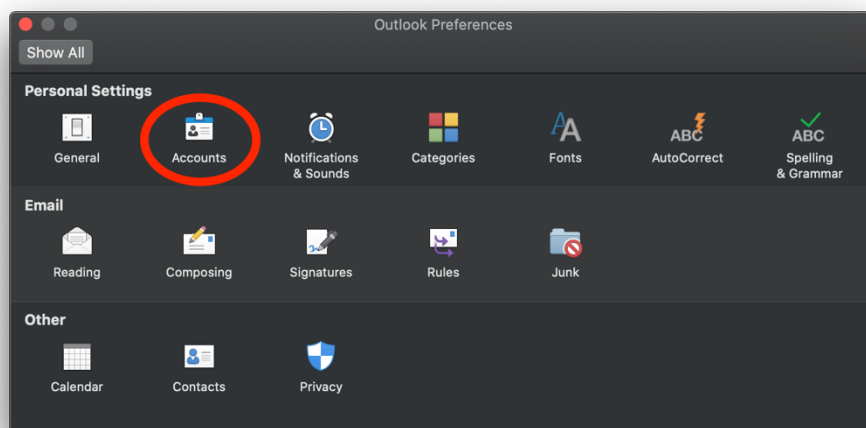
A shared mailbox account needs to be added to Outlook in preferences/settings.

Instructions for Mac users:

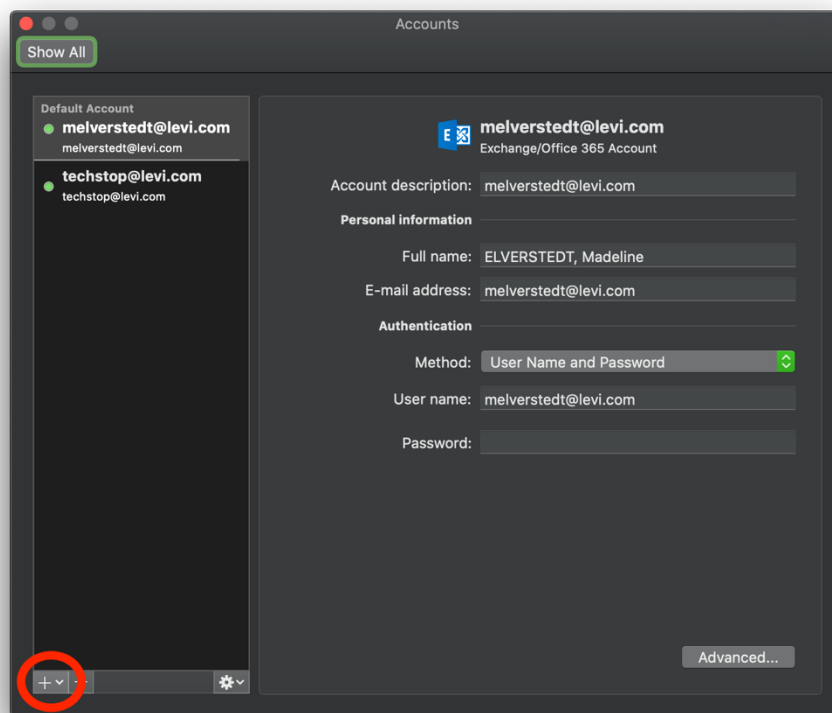
1. Open Outlook and navigate to Preferences



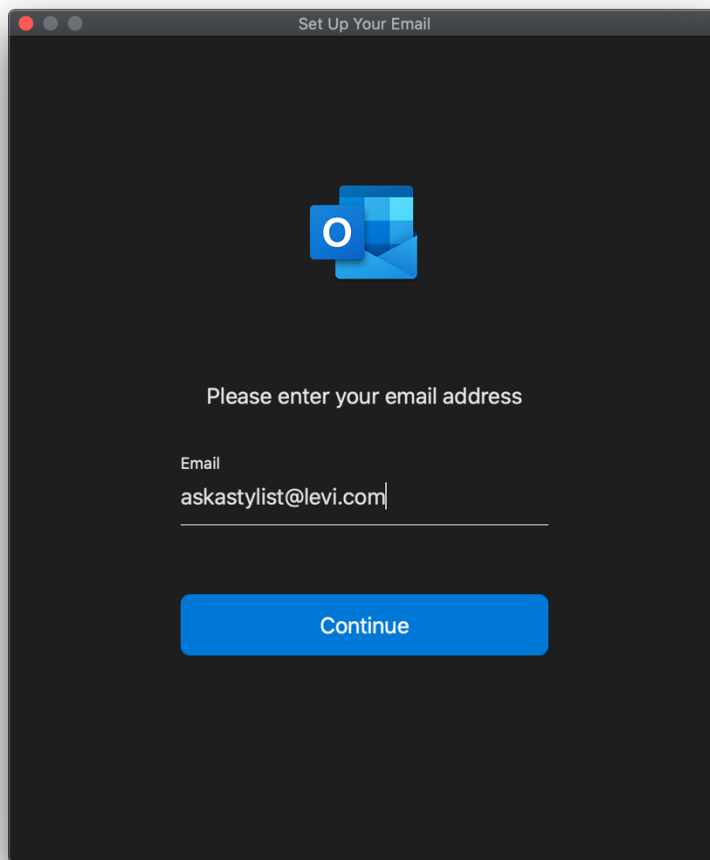
2. Click "Accounts"




3. Click " + " then click "New Account..."



4. Enter shared email askastylist@levi.com and click "Continue"



5. Sign in with your personal Levi's credentials

Connecting to  Office 365

LEVI STRAUSS & CO.

Sign In

LSCO Network ID (NOT Email Address)

Password

Sign In

[Need help signing in?](#)

Powered by Okta [Privacy Policy](#)

6. Click "Done" to finish, you may now access the shared inbox



askastylist@levi.com
has been added

Did you know?

Outlook supports Google, Yahoo!, and iCloud accounts.

[Add Another Account](#)

[Done](#)

[Get Outlook for iOS & Android](#)

