# How to add shared mailbox to Outlook Mobile App?

Please ensure that your phone got Internet connection first, either Wi-Fi or 4G service.

Step1. Open Outlook app on your phone, tap on Office icon as below.

Step2. Tap on email icon to add new account.

Step3. Tap on Add a shared mailbox.

Step4. Type in shared mailbox address then tap on Continue.

Step5. Wait for few minutes then the icon will have another mailbox displayed.

You can select either your mailbox or shared mailbox to view email.