

How to Add Members to a Shared Mailbox in Outlook 2016?

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If you have already created a shared mailbox and want to modify its members, the owner of the group has to add or remove them. This article shows you how to add or remove users in Outlook 2016. Details: 1. In Outlook, select the Home tab and then click on Address Book in the Find group.

2. Type in the name of the shared mailbox and double click to select it. 3. Click on Modify Members. 4. Click on Add button. 5. Type in the name of the person you want to add, select it then click on Add button. Then click OK > OK. 6. To remove a shared mailbox member, select the member's name and then click Remove then OK. If this article did not resolve the issue, please contact Global DTI Service Desk.