

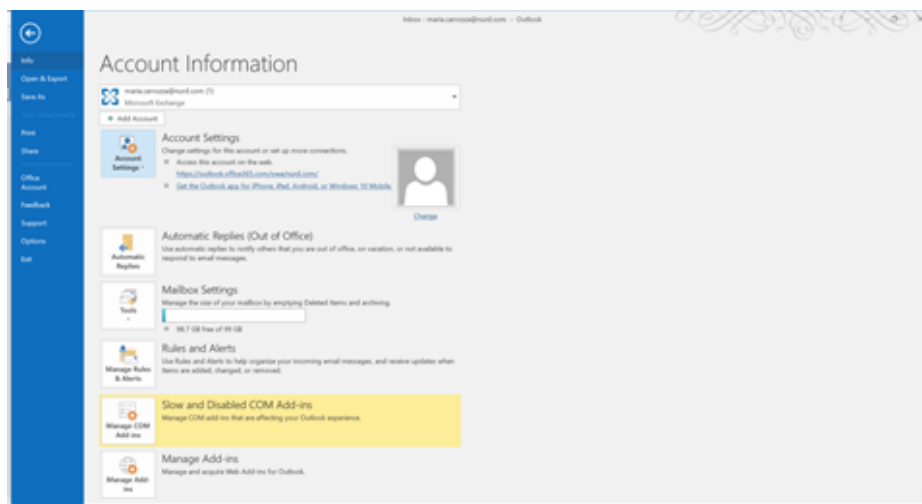
# Adding a Shared Mailbox to Outlook local machine and Outlook online

## Steps for Local Outlook

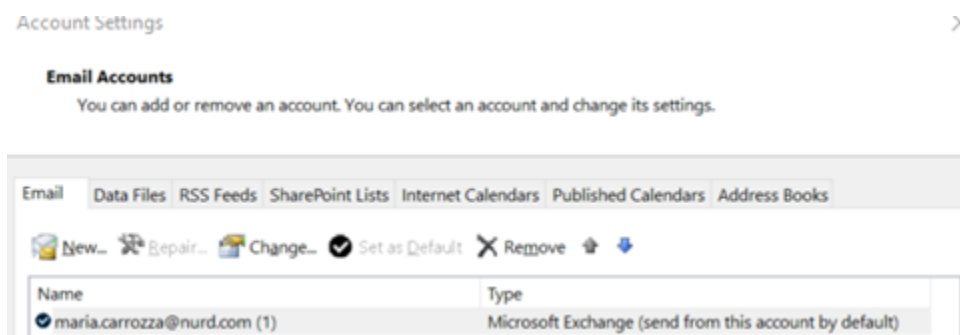
## Steps for Online Outlook

### Steps to add an additional mailbox to your MS Outlook profile ( Local Machine)

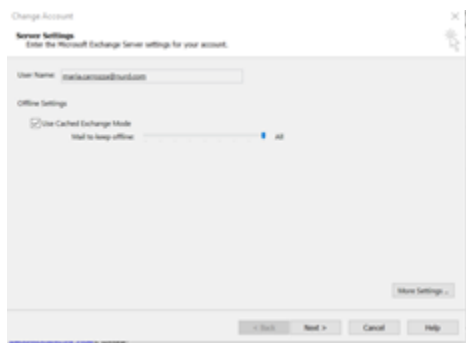
1. Click on File and click on Account Settings.



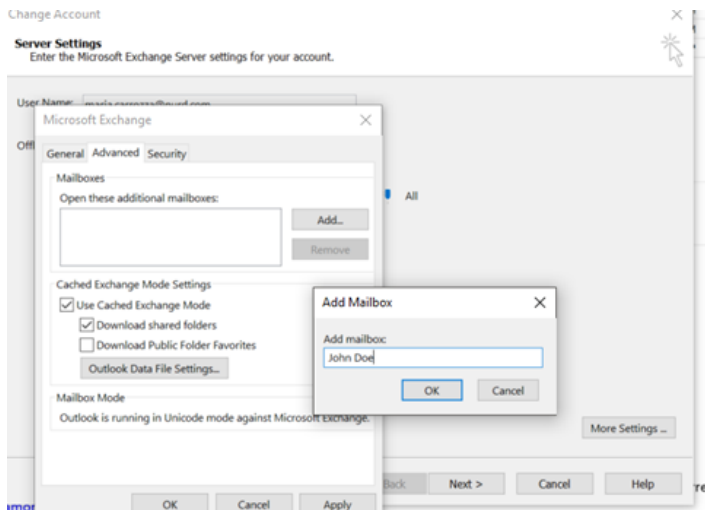
2. Double click on your email address.



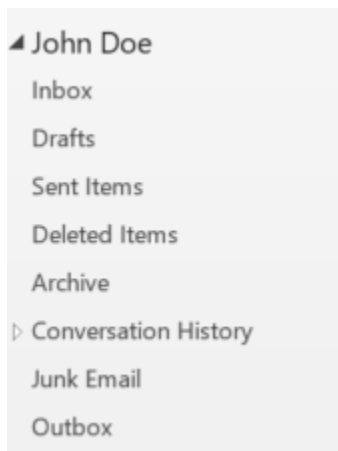
3. Click on more settings



4. Choose add and add the mailbox that you were given rights to. Hit ok and then apply.



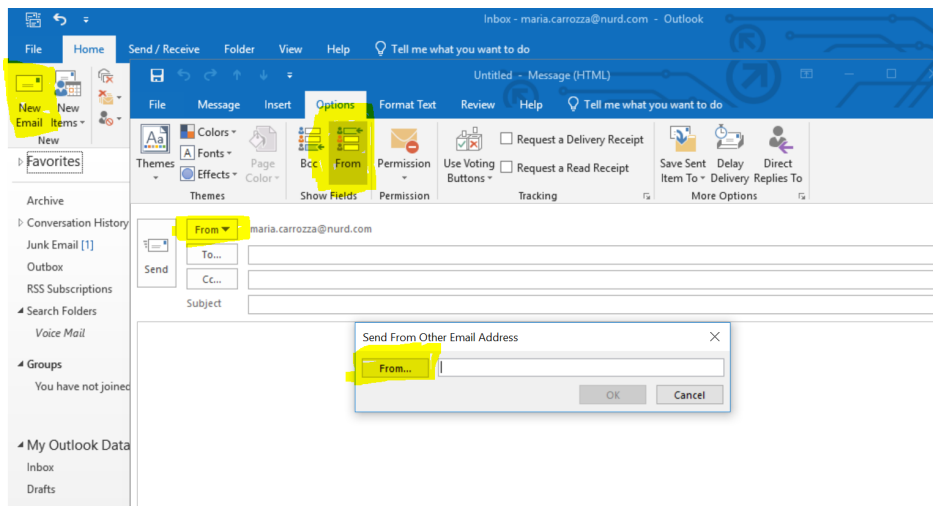
5. From there you will have the mailbox added to your outlook view list.



#### Steps to send a message from the added mailbox in MS Outlook.

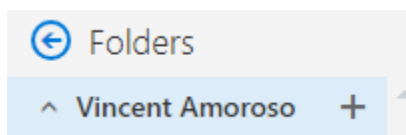
1. Open a new email
2. Click on options then the from box.
3. Click the from box in the body of the message and enter the name of the mailbox from the Global Address list.

When completing the following steps, you will be able to send a message from that mailbox.



## Steps to add an additional mailbox to your MS Outlook profile (online)

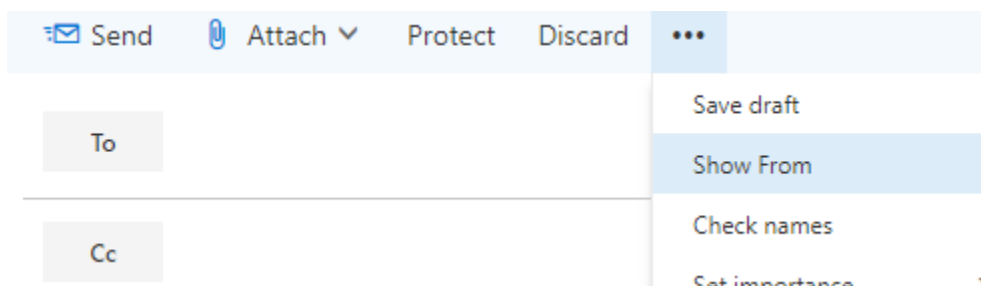
1. Open Outlook online by browsing to [www.office.com](http://www.office.com)
2. Login using your AD Credentials. example [jdoe@comodo.net](mailto:jdoe@comodo.net)



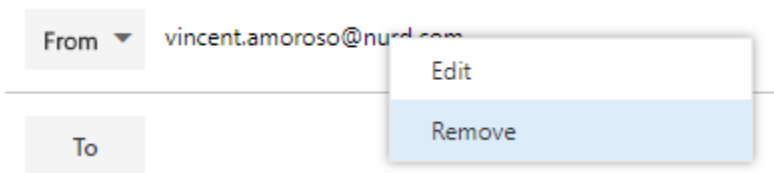
3. Right-click your mailbox name > Add shared folder...
4. Search for the shared folder and select it

If the user also has send-as rights continue with these steps..

5. Create a new mail message
6. Click "... " and select "Show From"



7. Right-click the address in From and click remove



8. Type in the new email address (or search it) and send a test email
9. Create a new mail message and confirm that the From drop-down has both addresses now