

# Email

## Adding a shared mailbox to an Exchange Server profile

To manually add a shared mailbox to your Outlook, follow the steps:

1. Click the File tab > Account Settings > Account Settings.
2. Select your University email address in the account list.
3. Click Change > More Settings > Advanced tab > Add.
4. Enter the shared account name "xxx@auckland.ac.nz" and click OK.
5. Click Apply > OK > Next > Finish.
6. The shared mailbox will now automatically display in your Folder pane in Outlook.