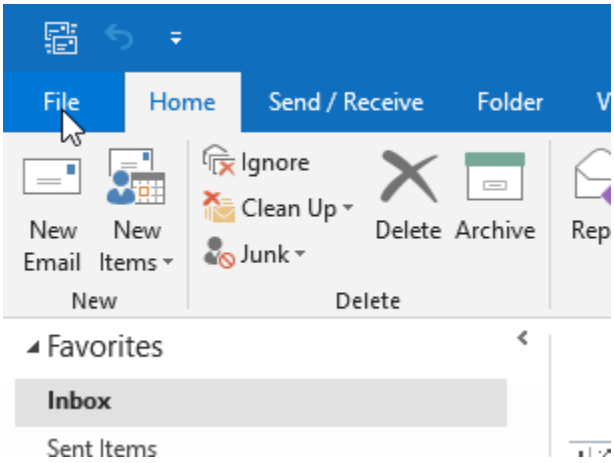
Adding a Shared Mailbox to Outlook

If you have access to a shared mailbox and would like to send from it please follow this guide.

Office 2019

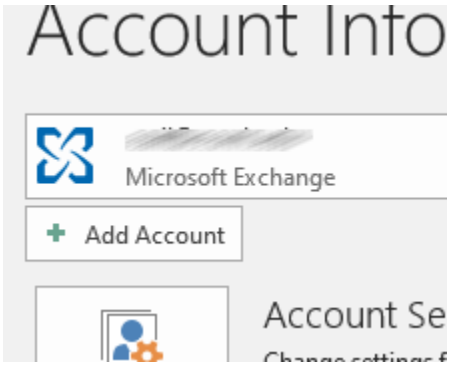
Step 1:

Open Outlook 2019 and click "File" on the Ribbon



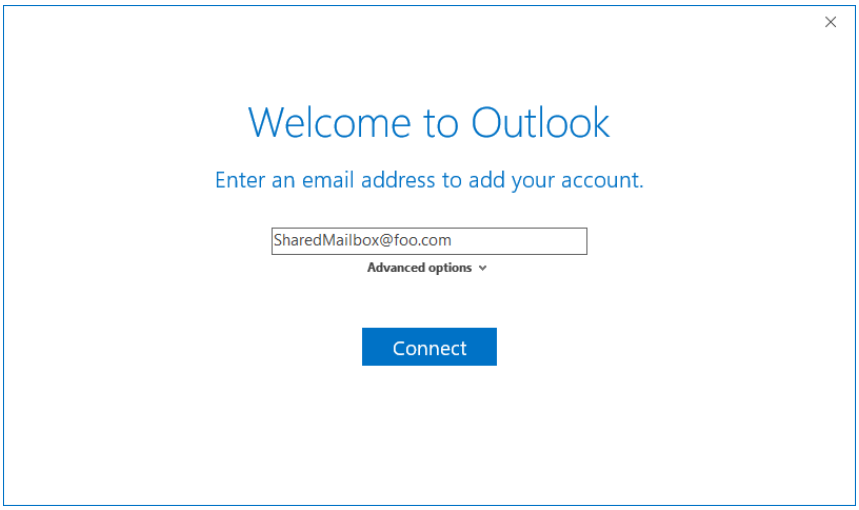
Step 2:

Once open click "Add Account"



Step 3:

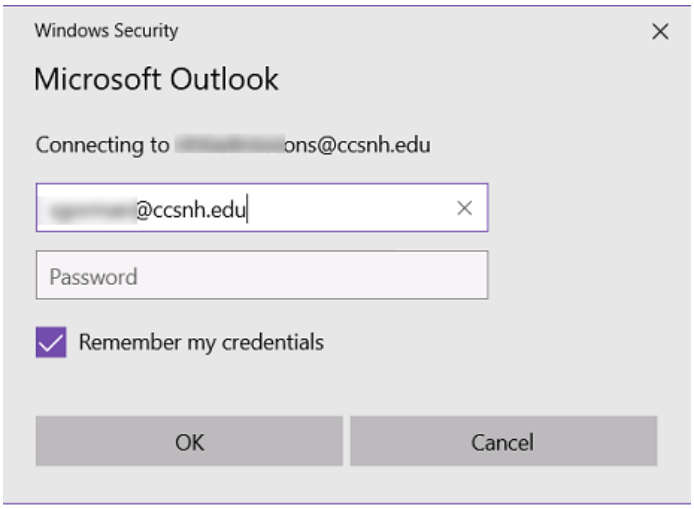
A dialog will then open. Add the Shared Mailbox's email in the "Email Address" field and hit connect.



Step 4:

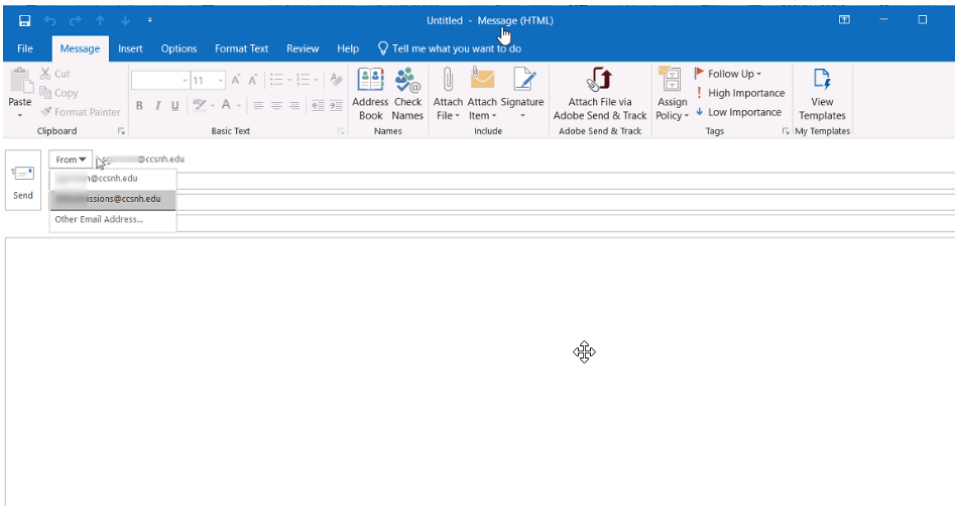
A Security Dialog will then open. In the dialog add your personal CCSNH Email and Password and hit "Ok"

> **NOTE**
>
> Make sue you add your **personal** CCSNH email in this field not the Shared Mailbox Email. Ex: JSmith@ccsnh.edu



Step 5:

If done correctly you should then be able to select the Shared Mailbox Email in the "From:" section of a new Email



Related articles

- Out of Office Autoreply for Shared Mailboxes
- Zoom Tips and Important Information
- Office 365 Server Settings
- How to access email on a phone
- How to Enable Zoom in Canvas