# FAU College of Medicine Support Center

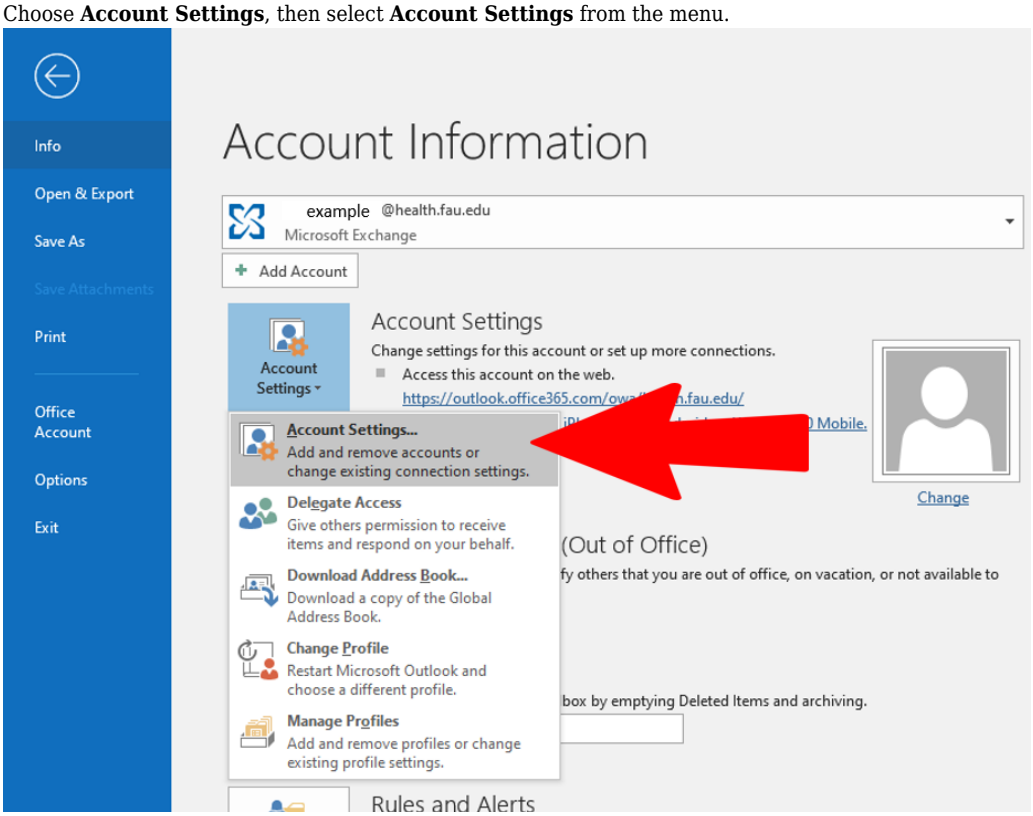


# Add Shared Mail Inbox to Outlook

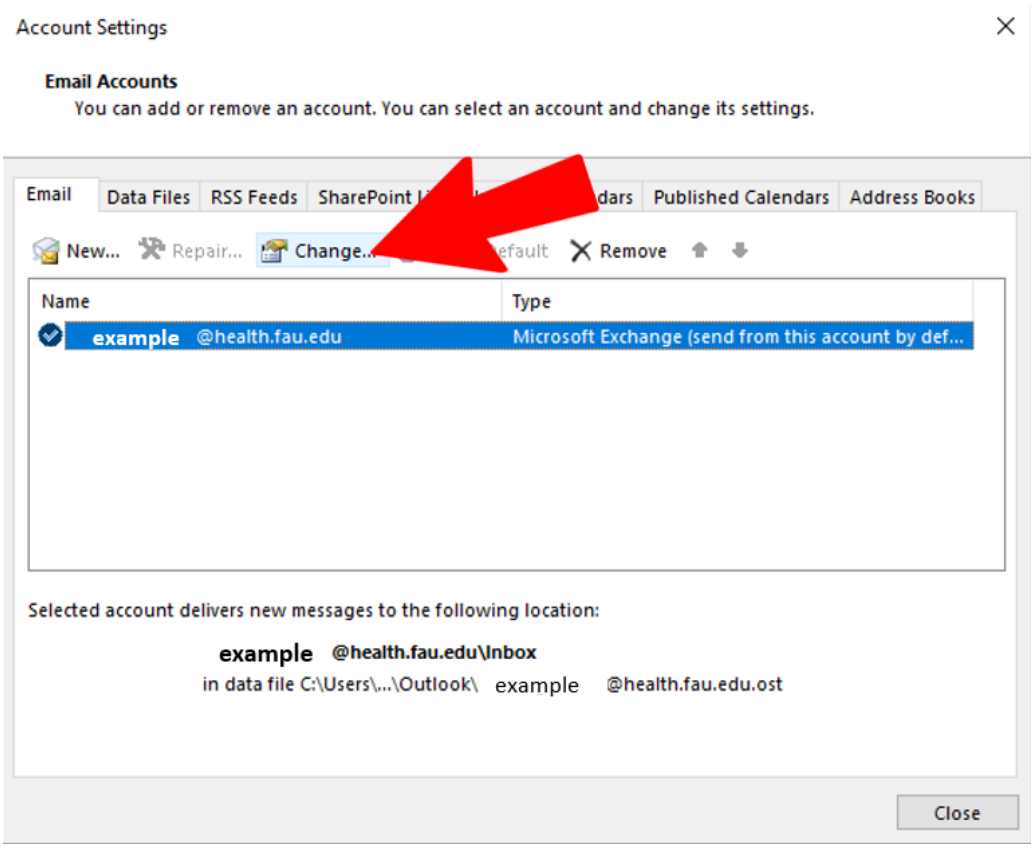
Andres Carrasquillo - 2023-04-10 - Email and Collaboration

## Outlook Application

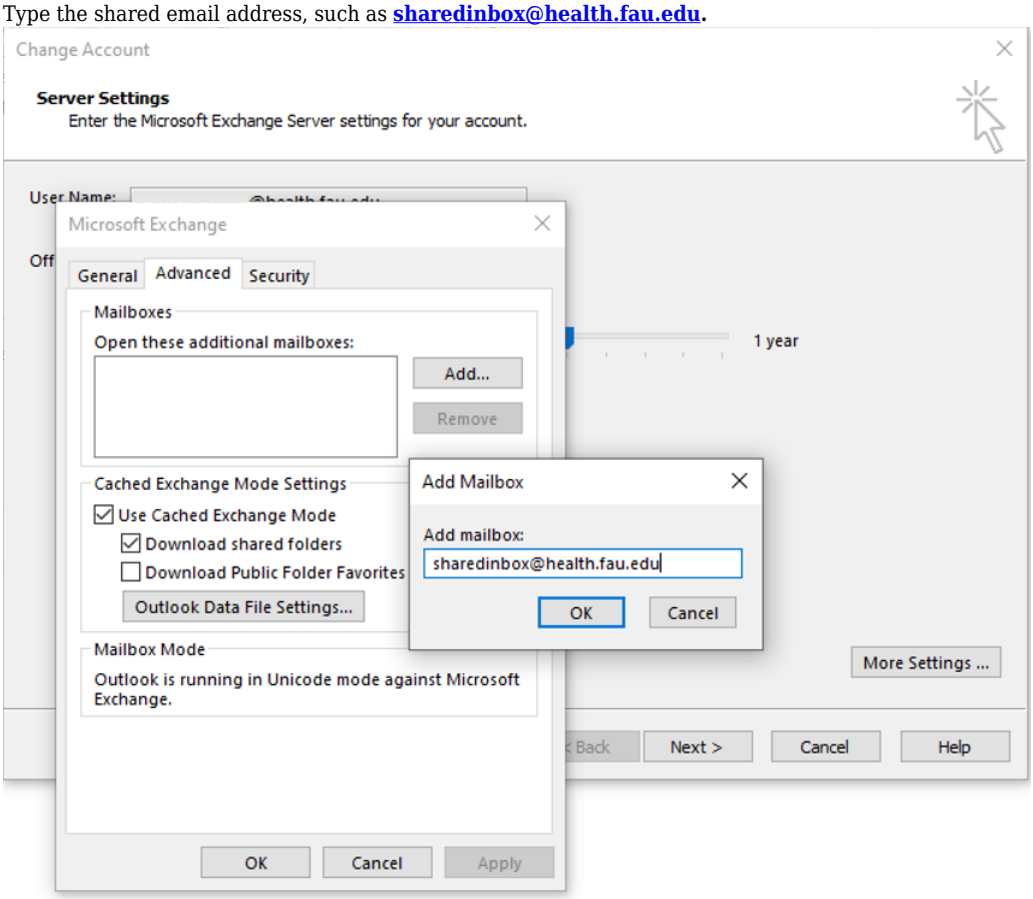
1. Open Outlook.
2. Choose the **File** tab in the ribbon.
3. Choose **Account Settings**, then select **Account Settings** from the menu.




4. Select the **Email** tab.
5. Make sure the correct account is highlighted, then choose **Change**.




6. Choose **More Settings > Advanced > Add**.
7. Type the shared email address, such as **sharedinbox@health.fau.edu**.




8. Choose **OK > OK**.
9. Choose **Next > Finish > Close**.

# Outlook on the Web

1. Visit Outlook on the Web
2. Sign into your account
3. Right-click your primary mailbox in the left navigation pane, and then choose **Add shared folder**. (Your name is on your primary mailbox.)
4. In the **Add shared folder** dialog box, type the name or email address of someone who has shared a mailbox with you, and then select **Add**.
5. Right-click your primary mailbox in the left navigation pane, and then choose **Add shared folder**. (Your name is on your primary mailbox.)
6. In the **Add shared folder** dialog box, type the name or email address of someone who has shared a mailbox with you, and then select **Add**.

The shared mailbox displays in your Folder list in Outlook Web App. You can expand or collapse the shared mailbox folders as you can with your primary mailbox. You also can remove the shared mailbox from your Folder list. To remove it, right-click the shared mailbox, and then select **Remove shared folder**.

- Tags
- inbox
- outlook
- outlook shared inbox
- shared inbox