

# Accessing Shared Mailbox in Outlook 2013



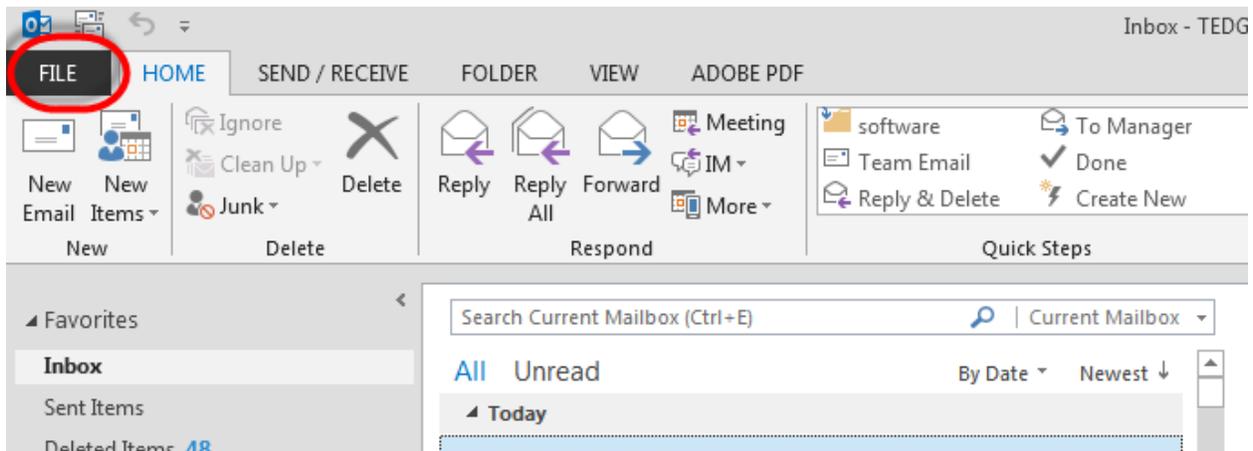
Created By: Timothy Edgerly

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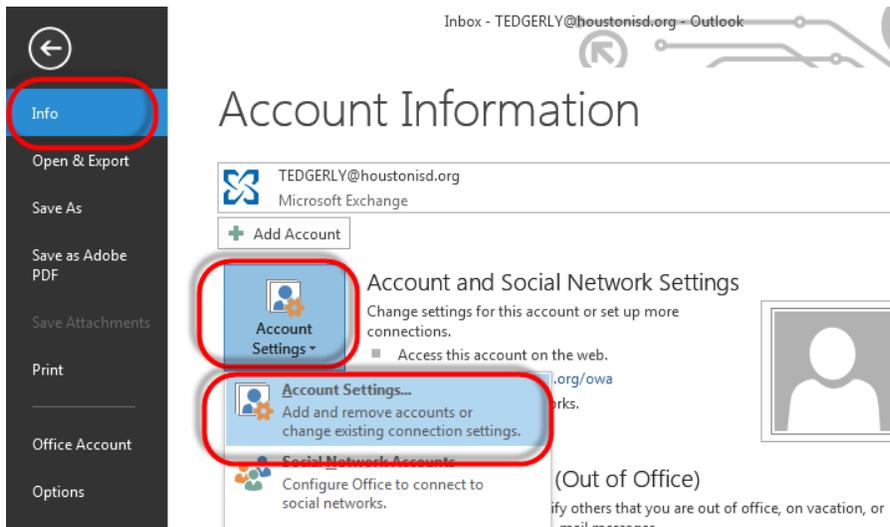
## Method 1: Accessing a Shared Mailbox Using Outlook 2013 (Same Profile)

\*This method will allow you to open Both the HISD user e-mail AND the shared mail box. Using this method will allow you to open outlook once, however, sending e-mails will default from the User's account and NOT the Shared e-mail (unless the user changes the "From" field).

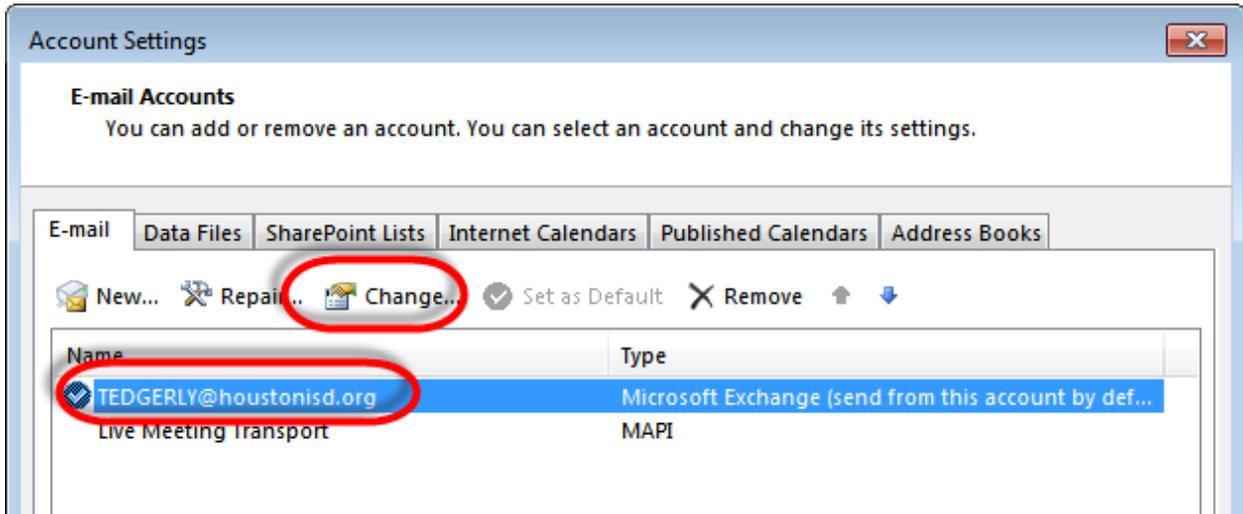
1. Open Outlook 2010 and select the file tab in the navigation ribbon.



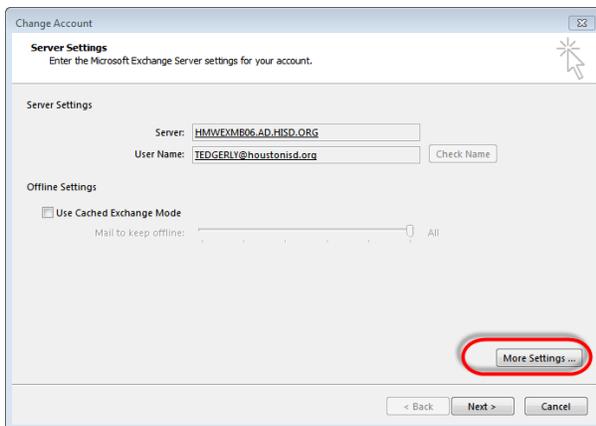
2. Select account settings



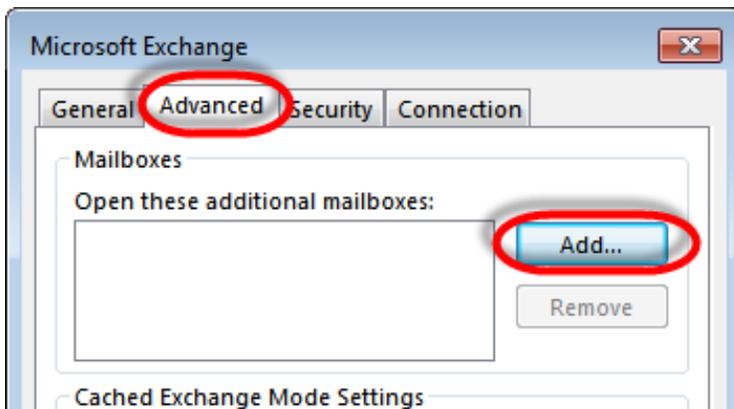
3. Select your E-mail account and click the “Change” Button



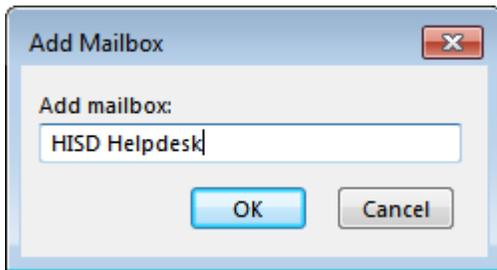
4. Click the “More Settings” Button in the lower right corner



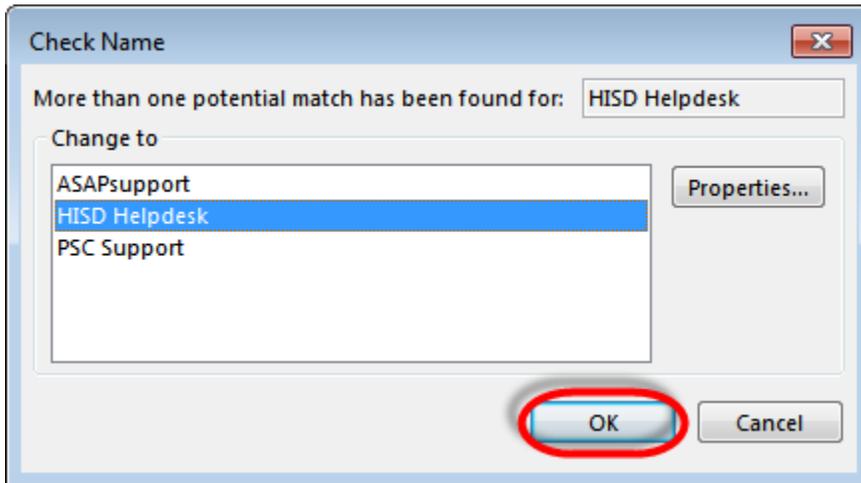
5. Select the “advanced” tab at the top and click the “add” button



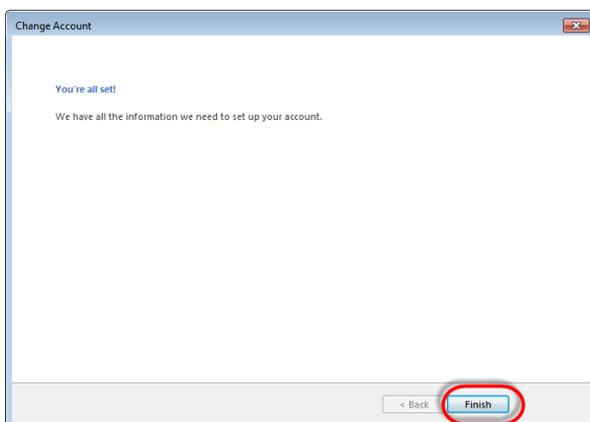
6. Enter the name of the mailbox and select "OK"



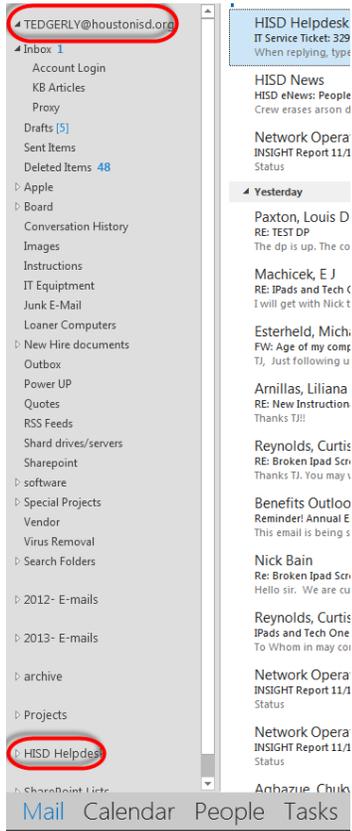
7. If the mailbox does not automatically fill in, select from the list and select "OK", "OK", "Finish"



8. Select "OK" and "Finish"



9. Restart outlook (close and reopen application. The new mail box should be in the navigation page.



\*\*\*Note: you must have permission to access the shared mailbox; otherwise you will get a folder error.\*\*\*