How to Add a Shared Mailbox in Outlook 2010

Note: Please close Outlook before performing the following steps.

1. Click on the Windows Start Button.

2. Select the Control panel. You will see the following settings by default.

3. Change the view by on the top right of the control panel: from category to small or large icons.

4. Click on the Mail (32 bit) icon.
5. Click on E-mail accounts. The Accounts Settings dialog box will open.

6. In the Account Settings box, click on the name of your e-mail account in the middle box twice. It should be the account with the notation, “send from this account by default”. The Change Account dialog box will open.
7. Click on the More Settings button in the Change Account box.

8. Click the Advanced Tab and then select the Add button.
9. Enter **just the name** of your mailbox (e.g., oet-help). Please do not enter @udel.edu after the name. Click OK.

![Add Mailbox dialog box]

10. Click OK again, click Next, and click Finish. That’s it—you should now see your mailbox folders populate under your personal folders within Outlook’s left menu.

    Contact [oet-help@udel.edu](mailto:oet-help@udel.edu), 302-831-8162, if you have questions!