

Add a Shared Mailbox in Outlook 2010 or 2013

Welcome to how to add a shared mailbox in Outlook 2010 or 2013. The following directions are for those who have a Win Exchange account. If you are not sure if you have a Win Exchange account, contact oet-help@udel.edu.

To start, make sure Outlook is closed. In Windows 7, click on the start button in the lower left corner, and select control panel. Under the view by setting, near the top right of this window, select small icons. By default, it may be set to category, but small icons will allow you to see your choices alphabetically. Click on the mail option. The mail setup Win Exchange box will appear.

Click on e-mail accounts, and in the middle, where you see your name at win.udel.edu, click twice. Click on the button more settings. Click on the advanced tab. Here you'll see an add button. Click add, and enter the name of your mailbox.

You can enter just the name of your mailbox. You don't have to enter at udel.edu. Click OK. Click OK again. Click next in the change account box and

finally click finish in the change account box. Now you can close your account settings dialog box and you can close your mail setup Win Exchange box as well.

Now you can open Outlook. Your Win Exchange shared mailbox will appear as the last item after all your mail folders. Next to it will be a small arrow that you can click on to expand or collapse the folders in the mailbox.

If you have questions, please contact oet-help@udel.edu.