Adding Shared Mailboxes In Outlook 2011

This tutorial explains how to add a shared mailbox to Outlook 2011 when another Exchange account has already been configured.

1. Select Outlook from the menu bar and choose Preferences.

2. In the Outlook Preferences menu that appears, click Accounts.

3. In the Accounts menu, click the + and choose Exchange.

4. In the E-mail address field, type the full email address of the shared mailbox. In the User name field, type “JMUAD\" followed by YOUR eID. Type YOUR eID password in the Password field. Make sure the checkbox for Configure Automatically is checked and then click Add Account.

5. The account will appear in the left column of the Accounts window. After closing this window you will see the shared mailbox in the folder list to the left.