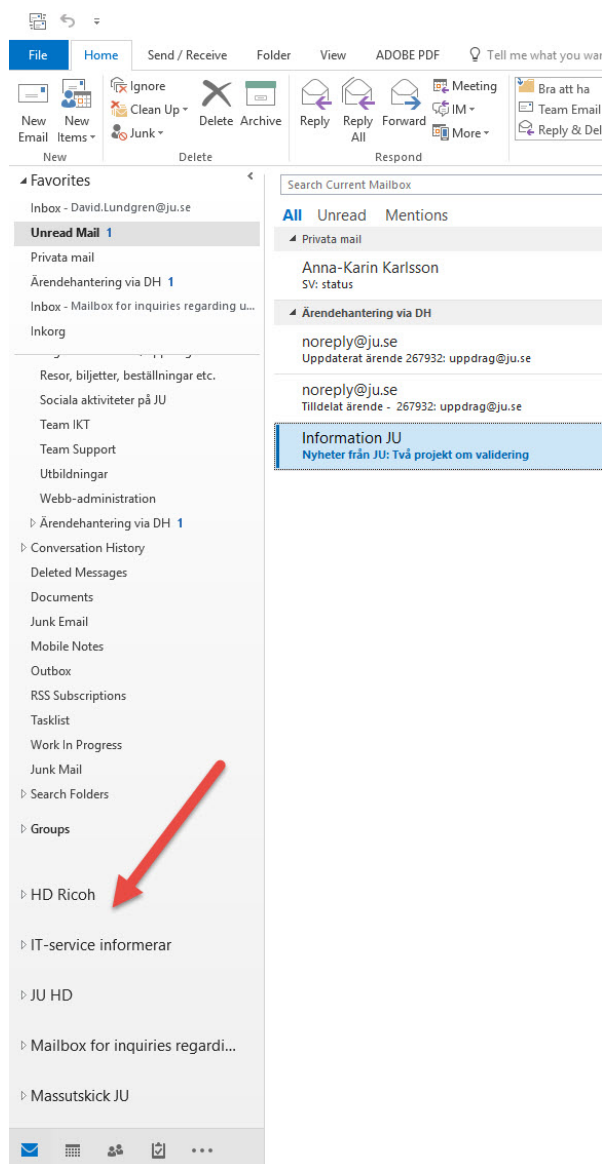




You have received access to a shared mailbox. It is displayed in your Outlook client in the left-hand column:

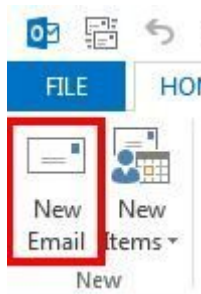


If you mainly use Outlook Online you will have to add the shared mailbox manually:

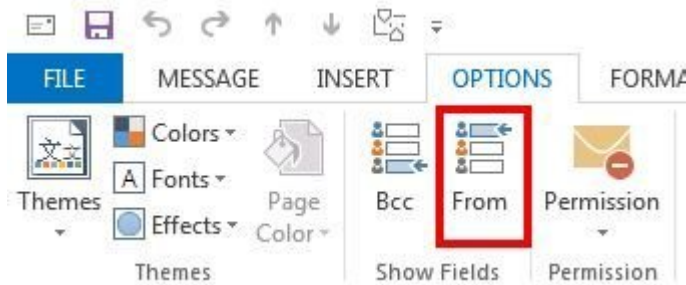
1. Navigate to Outlook Mail within Office 365.
2. Go to the left navigation pane.
3. Under folders click "More".
4. Right click on your name.
5. Click "Add shared folder"
6. Enter the email address of the shared mailbox (e.g. Shared_mailbox@ju.se)
7. Click Add.

How do I send emails from a shared mailbox?

1. Click **"New email"**



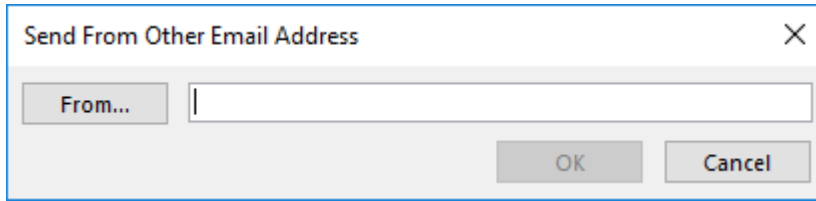
2. If the **"From"** field is not available, click the **Options tab** and click **"From"** to enable the **"From"** field in this and all future email messages.



3. Click **"From"** and select **"Other E-mail Address..."**



4. Enter the email address of the shared mailbox and click **"OK"**.



5. The address to the shared mailbox is now displayed. From now on, it will be available when you want to send an email from the shared mailbox.

