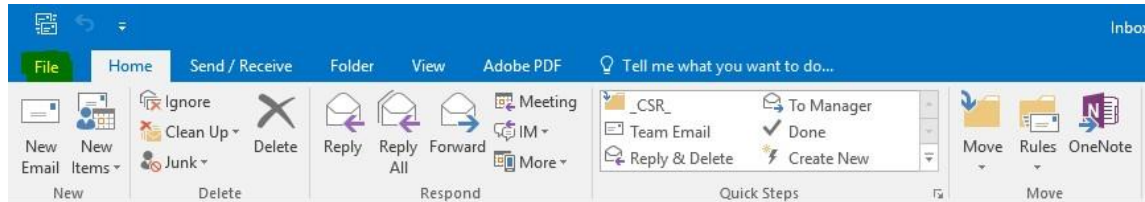
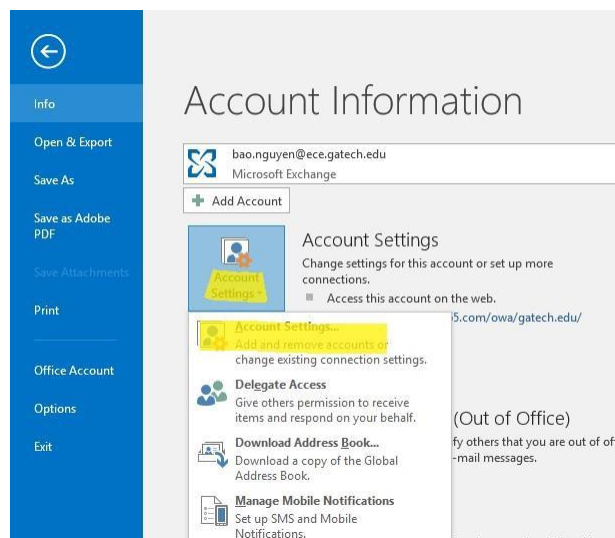


How to Open a Shared Mailbox in Outlook 2016

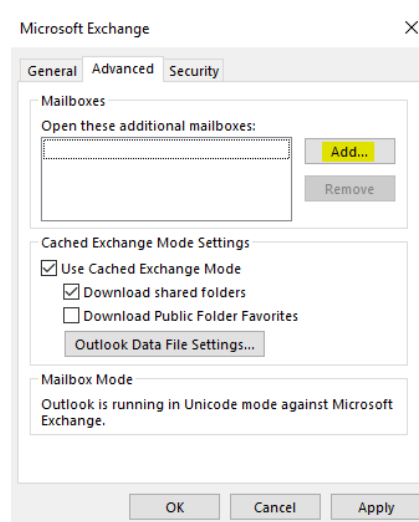
1. Open Outlook and click on File on the upper left corner.



2. Click Account Settings and Account Settings...



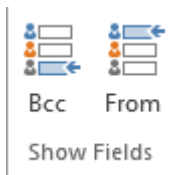
3. Click Change... → More Settings... → Advanced → Add...



4. Type in the name of the Shared Mailbox email address
5. Click OK → Next → Finish → Close

How to Send As the Shared Mailbox Account

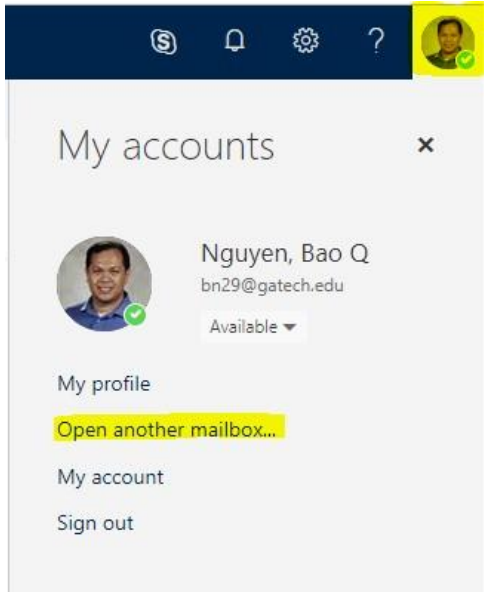
1. When composing a message, select the **Options** tab and press the “Show From” button to enable the From Field



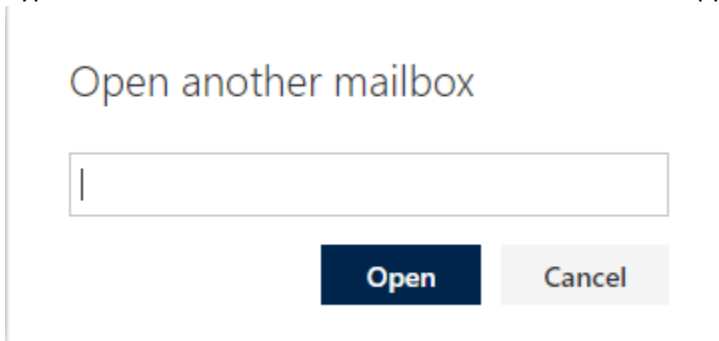
2. Once the From Field is enabled, click on it and select the Shared Mailbox Account that you want to send the email as. If you do not see the Shared Mailbox Account, search for it in the Global Address List

How to Open a Shared Mailbox in OWA (mail.gatech.edu)

1. Log into mail.gatech.edu and click on your profile picture on the upper right corner



2. Click Open another mailbox...
3. Type in the Shared Mailbox email address and select the appropriate Shared Mailbox account



4. Click Open