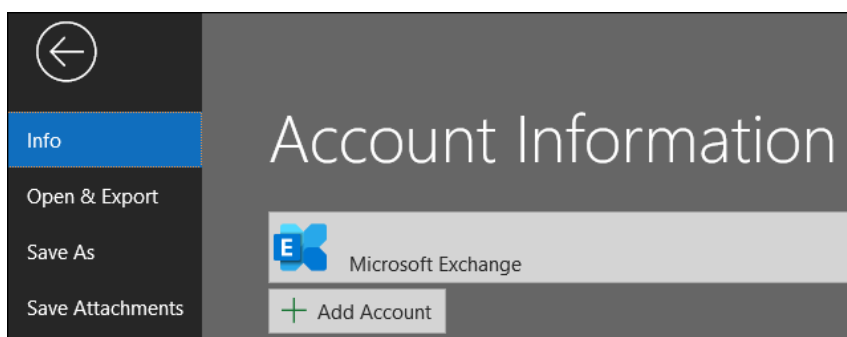


Add a Shared Mailbox to the Outlook Desktop App

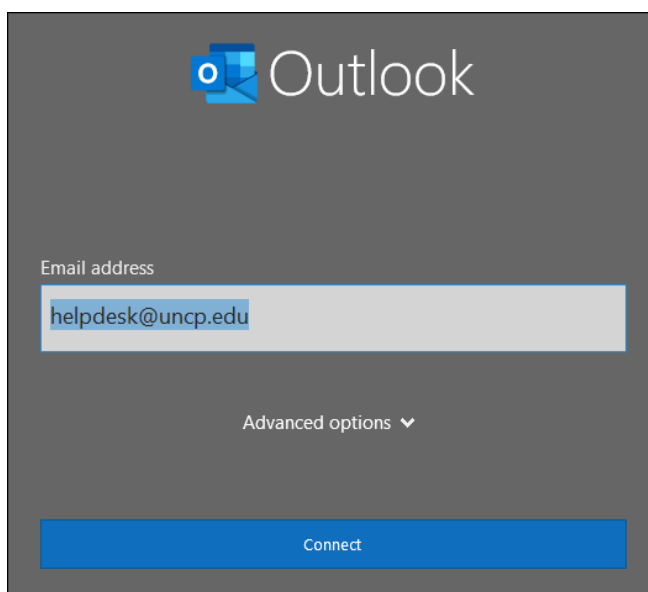
After you have been granted permission to the shared mailbox, it can be added to the Outlook desktop app on your computer. If you have not yet been granted permission, your supervisor can find out how to request it [here](#).

By adding the shared mailbox to the Outlook desktop app, you will have access to it every time you open Outlook. This setup can be done on campus or remotely while connected to the UNCP network via VPN.

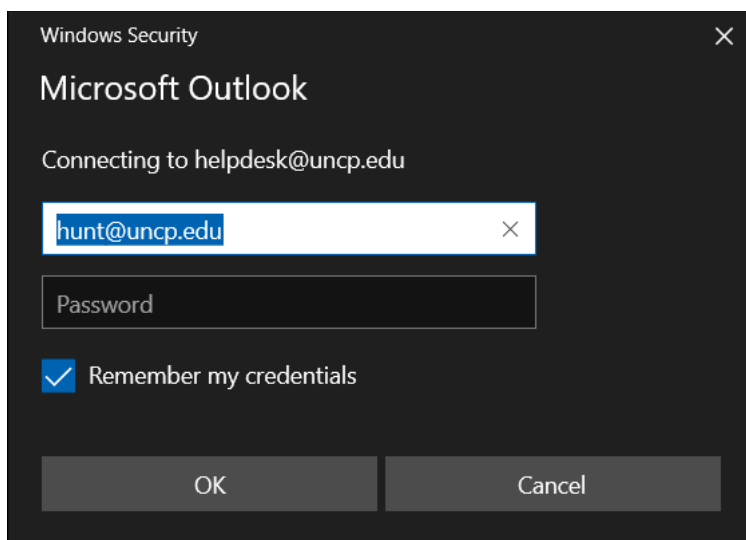
- Open the Outlook desktop app.
- Click the "File" tab at the top left.
- Click the "+ Add Account" link near the top of the page under Account Information.



- A new Outlook window will open. After it finishes searching for accounts, type the shared mailbox address and click "Connect".



- When the Windows Security Microsoft Outlook window opens, remove the shared mailbox address and type your *username@uncp.edu*. Enter your password, click the checkbox for “Remember my credentials”, and then click OK.



- Close Outlook and reopen it. The shared mailbox folder will be located at the bottom of the left navigation pane.