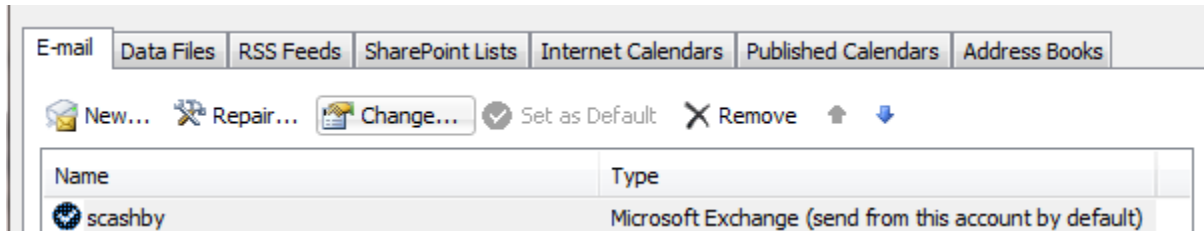
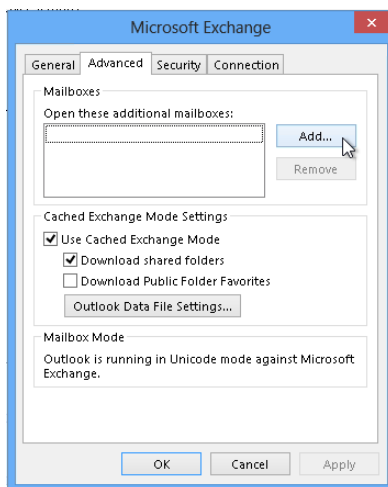


In order to view a shared email account or folder, you need to add it to your account.

- Open Outlook.
- Click File and then make sure Info is selected.
- Click Account Settings, and then choose Account Settings...
- Highlight your email account (the one with a check mark next to it) and click Change... above it.



- Click the More Settings button.
- Click the Advanced Tab.



- Click Add...
- Type the name of the mailbox you want to add and click OK.
- Click OK to save.
- Click Next.
- Click Finish.
- Click Close.

You may need to exit out of Outlook and log back in to see the account. It will appear below your mailbox in the Navigation pane.