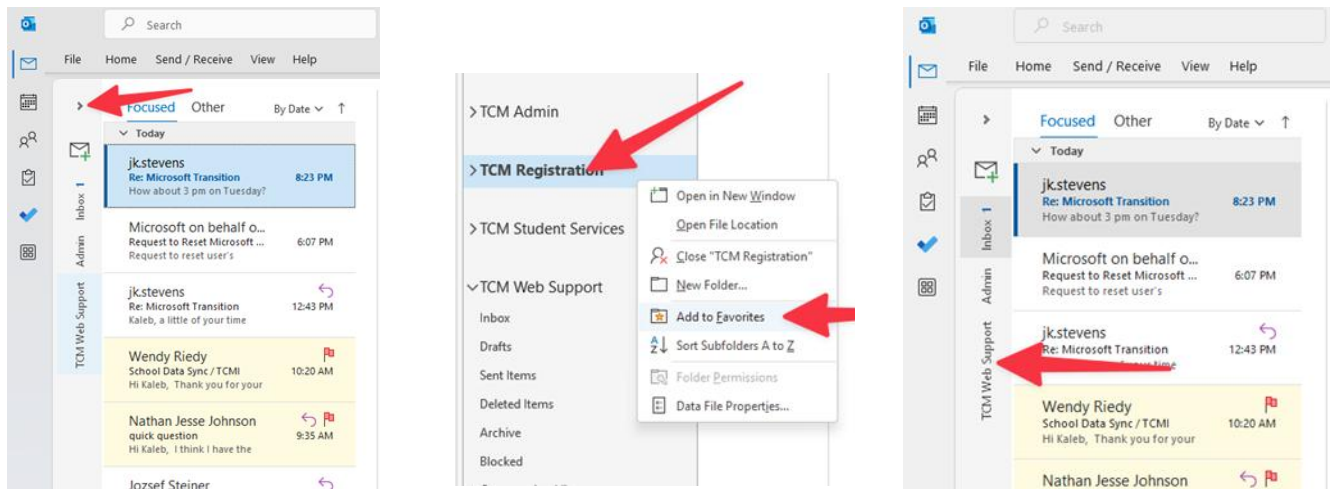


Shared Mailboxes in Outlook

Shared mailboxes allow you to share a common Outlook Inbox between multiple people. This is useful when you need a publicly accessible email address that multiple people can check. You can add shared inboxes to both the Outlook app and Outlook on the web.

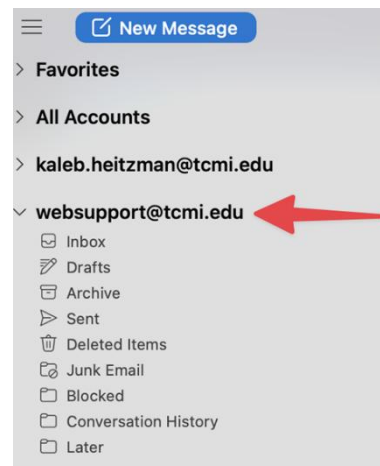
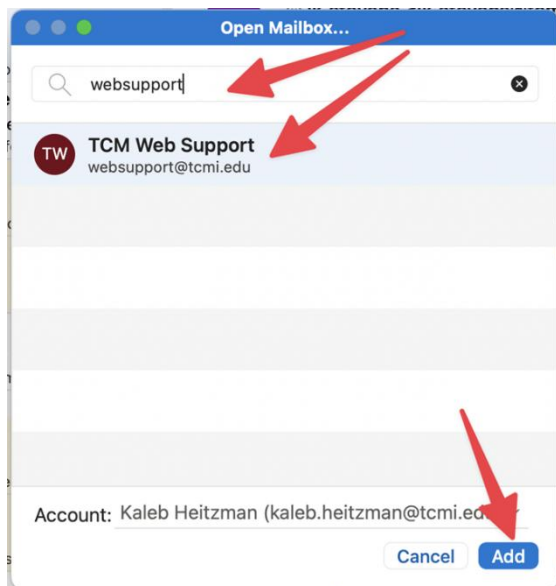
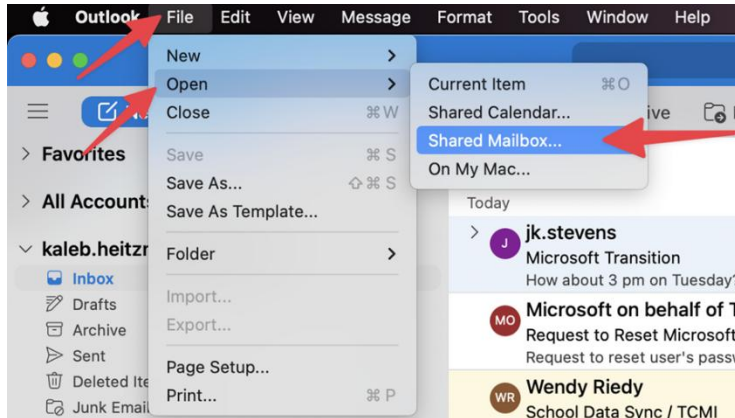
Outlook App on Windows

1. Open the Folder Drawer
2. Right Click the Shared Mailbox you want to add as a favorite
3. Click Add to Favorites
4. View the Shared Mailbox in the favorites list



Outlook on Mac

1. Click on File in the Menu Bar
2. Go to Open and then Shared Mailbox
3. Type the name of the Shared Mailbox and then Add
4. View the Shared Mailbox in the sidebar



Outlook on the Web

To add the @tcmi.edu account Outlook for Desktop you need to:

Make sure that Outlook is installed; if not, please [download Office 365](#)

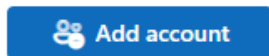
Open the Outlook and click the gear icon in the top-right corner.



Your accounts

Email accounts

View and manage all of your email accounts added into Outlook



Type your @tcmi.edu address and click “Continue”

Type in your password and click “Sign in”

Type in the code from the authenticator app or mobile device.