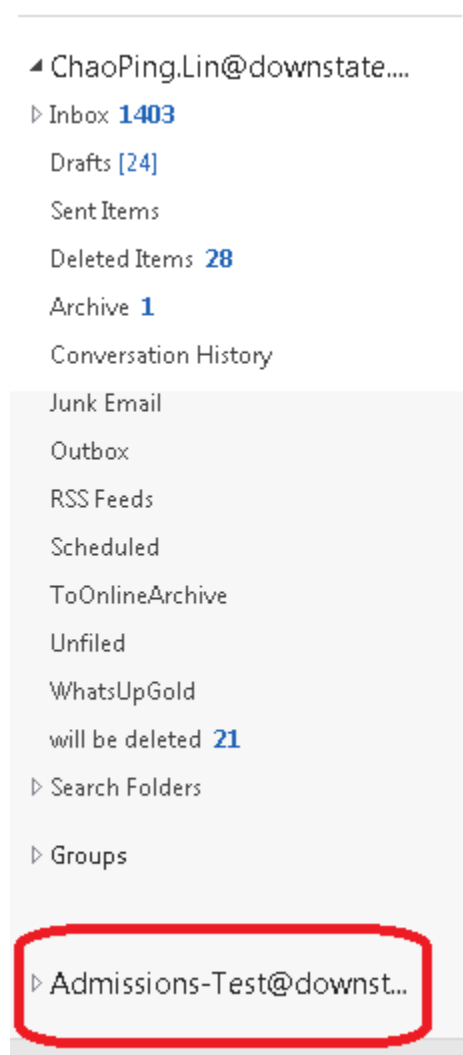


- **Accessing from Outlook**

You will see a shortcut on your outlook application below your mailbox.

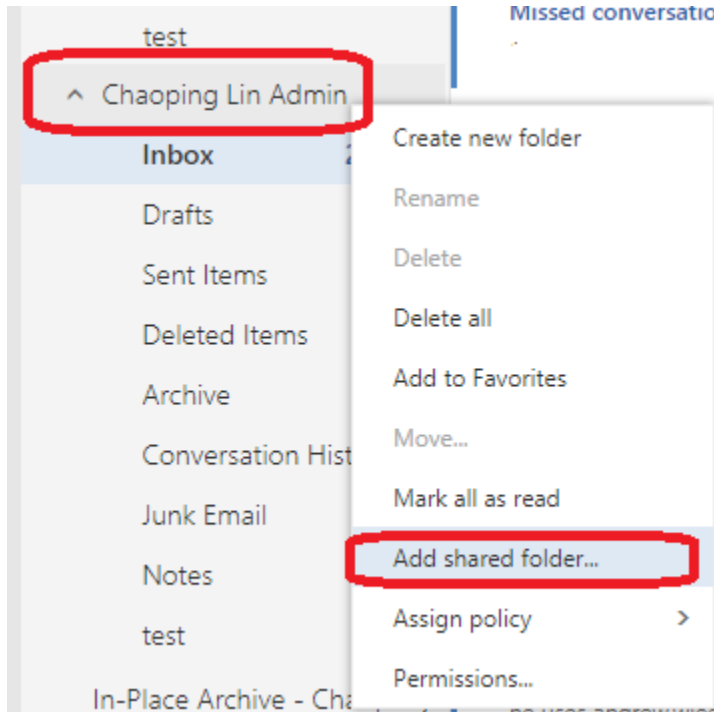


Send out email using Shared Mailbox as sender

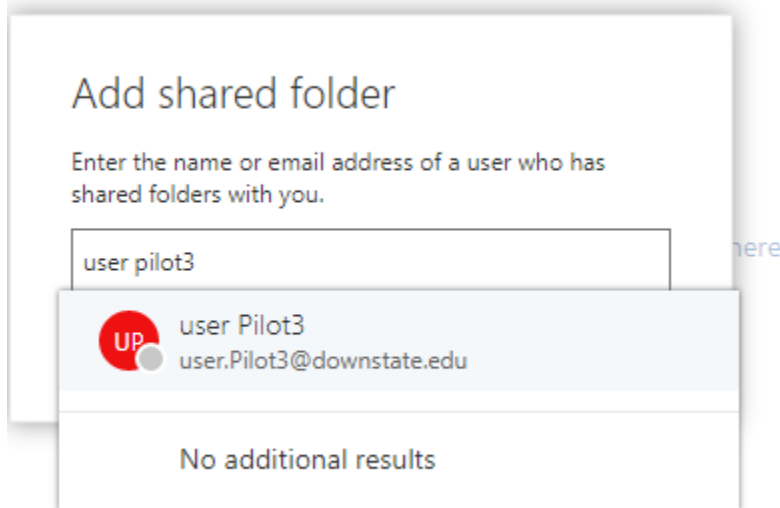
1. Create a new email, if the **From** field is not shown, then click on Options → **From** icon.
2. Click on the **From**, if you see the shared mailbox email address there, just select it. If no, click on “Other email address ..” and type in the shared mailbox name and select it and click OK
3. Now the From field shows the shared mailbox address

- **Accessing from Portal**

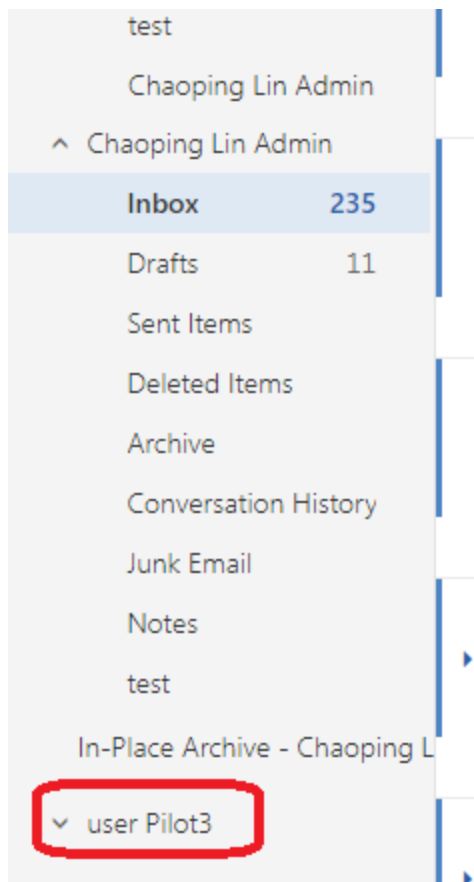
If you are access to your email by using internet browser or Google Chrome, you log on by using your account and access to your mail box first. Open your email, then right click on your Mailbox name and then choose “Add Shared Folder”



Type in the Shared Mailbox name and select it

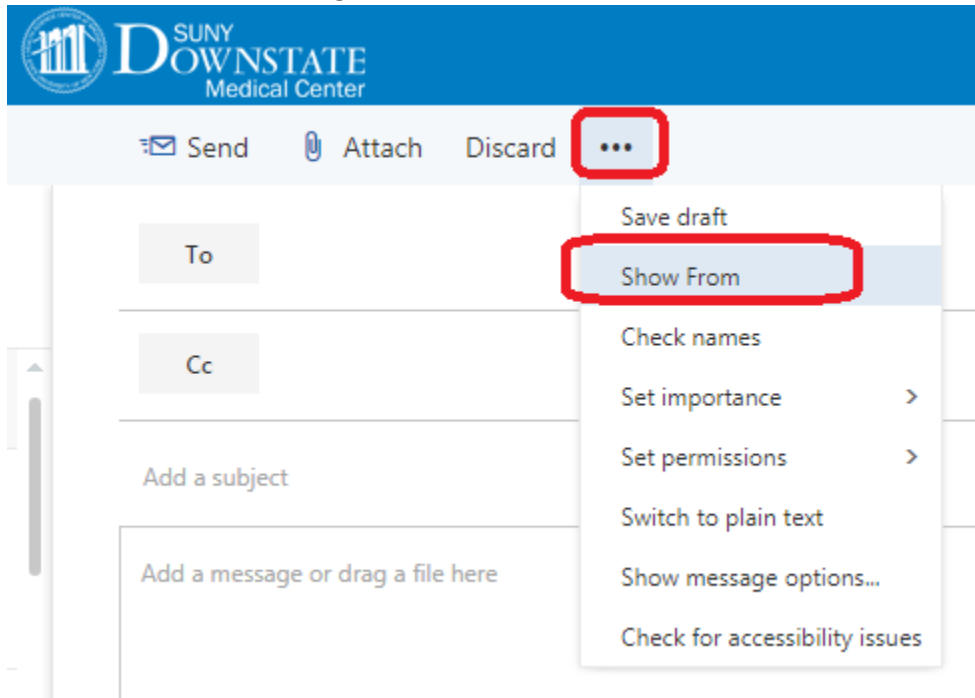


Then click on “Add”, then you will see the shortcut to the shared mail box below your mailbox

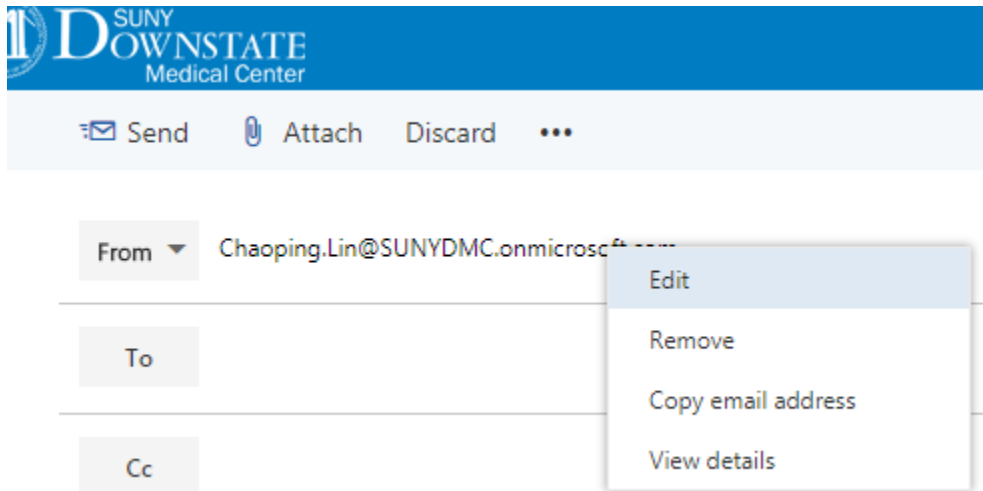


Send out email using Shared Mailbox as sender from OWA

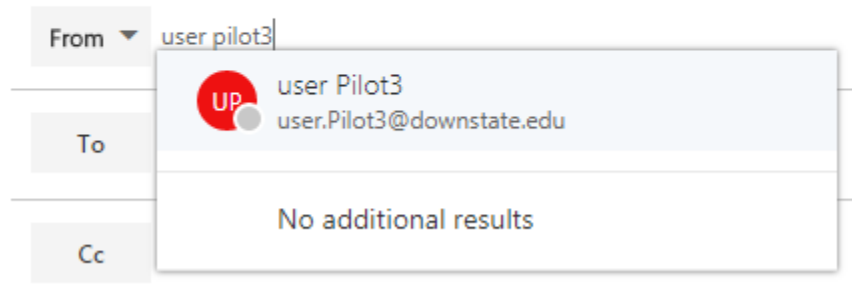
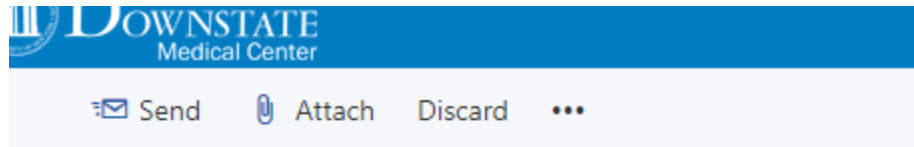
1. Created a new email message, Click on “...” and will see the menu and choose “Show From”



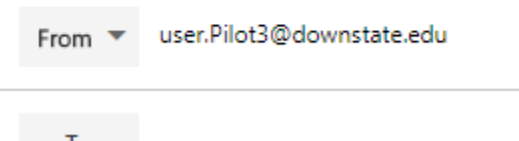
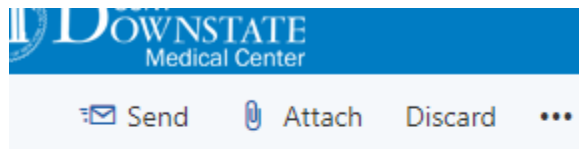
2. Move mouse pointer to the current sender name and Right click, then you will see the menu and choose “Edit”



3. Click on the sender email address again, Delete the current sender and type in the new sender name and click on it



4. Now email will send out under this email address



Add a Mailbox in Outlook 2016 for Mac

If you are a delegate and routinely respond to e-mail for someone else, you may want to add their mailbox to your account for quick access. You must have been granted at least **Reviewer** permission to open their mailbox and see it in your **Folder List**.

Add a mailbox to your Outlook folder view as follows:

1. Click on **Tools > Accounts** then select your Exchange account at left.
2. Click the **Advanced...** button in the lower right.
3. Click the **Delegates** tab.
4. Click the plus ("+") sign below the lower "**People I am a delegate for**" pane, then enter the name of the mailbox to which you have access. Click **OK** to select the mailbox.
5. Click **OK** to close the Accounts window.
6. The mail folders, calendar, contacts, etc for that mailbox should now be visible, assuming the owner has granted you delegate permissions.