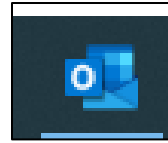


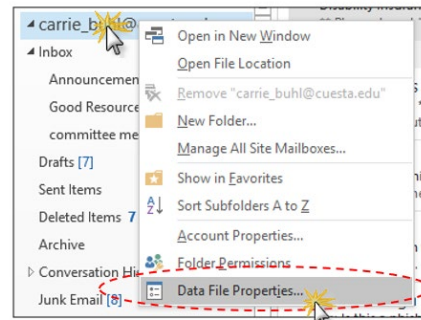
Access a Shared Email

Outlook Desktop Application – Windows PC

1. Launch Outlook

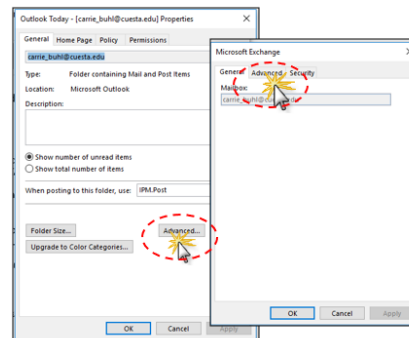


2. **Right click** on your primary email address (i.e. carrie_buhl@cuesta.edu), then select **Data File Properties...**



3. **Click** on the **Advanced** button

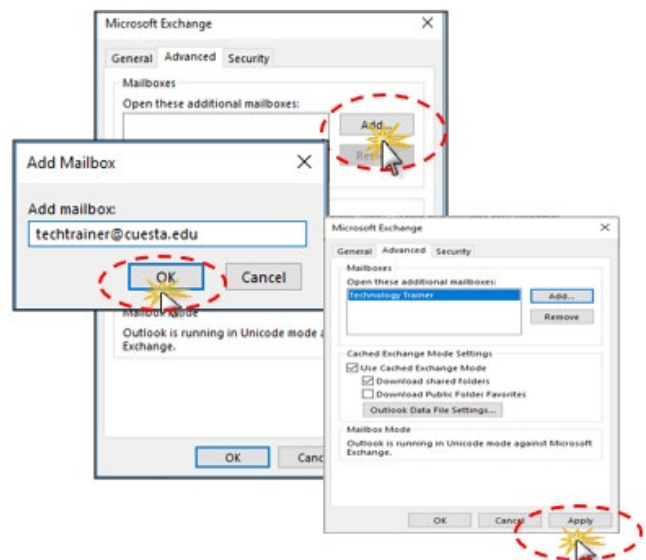
4. **Click** on the **Advanced** tab



5. **Click** the **Add** button

6. Type the address of the shared email, then:

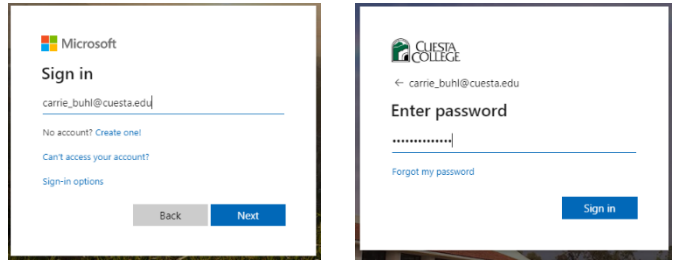
- Click OK**
- Click Apply**
- The email inbox will now appear in you mailbox folder list**



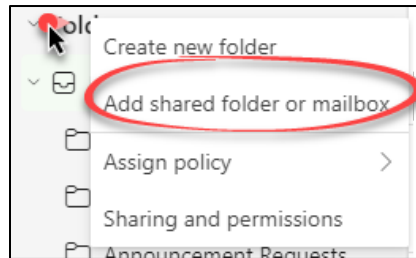
Outlook Online (Office 365) – Two Options

Option 1

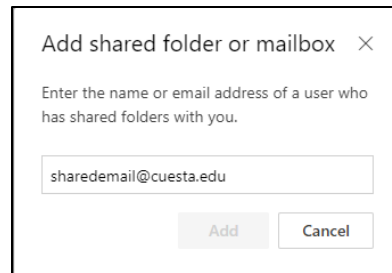
1. Login to [Outlook Online](#)
 - a. Use your Cuesta email and password to login



2. Once logged into Outlook Online, right click on Folders in the left panel, then choose 'Add shared folder or mailbox'

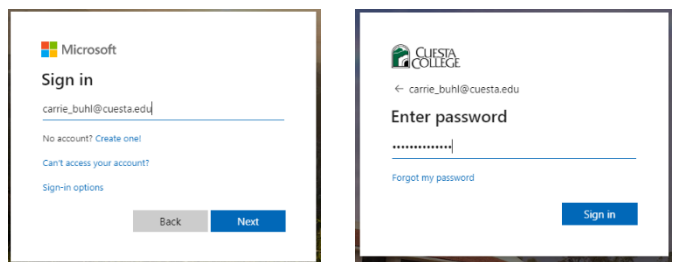


3. Enter the email address of the Shared inbox. Select Add. The new inbox will appear in the left panel



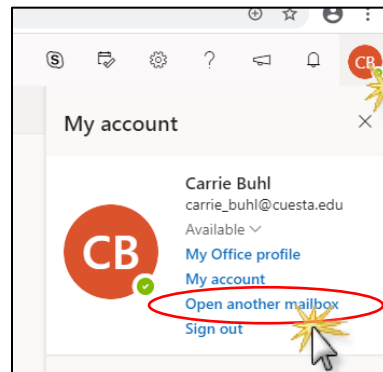
Option 2

1. Login to [Outlook Online](#)
 - a. Use your Cuesta email and password to login



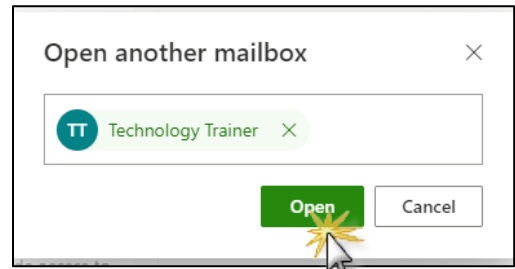
2. Once logged into Outlook Online, Click on your initials or profile picture in the top right corner.

Then, select Open another mailbox.



3. Type in the email address of the shared email. Then click Open.

Your shared email will open in a new tab.

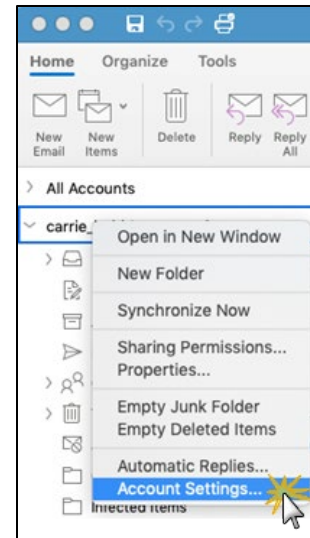


Outlook Desktop Application – Mac

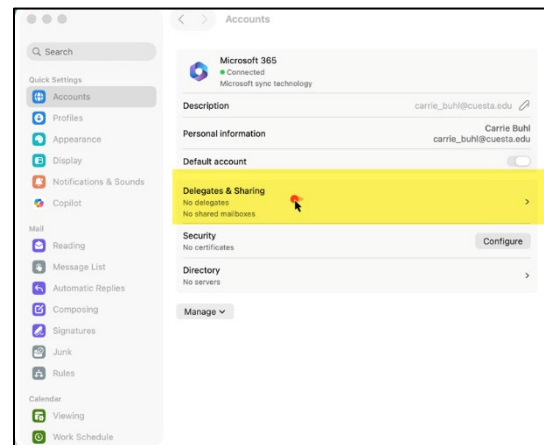
1. Launch Outlook



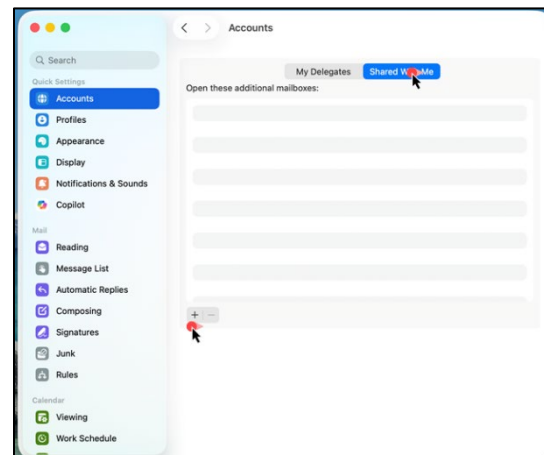
2. **Right click** on your primary email address (i.e. carrie_buhl@cuesta.edu), then select **Account Settings...**



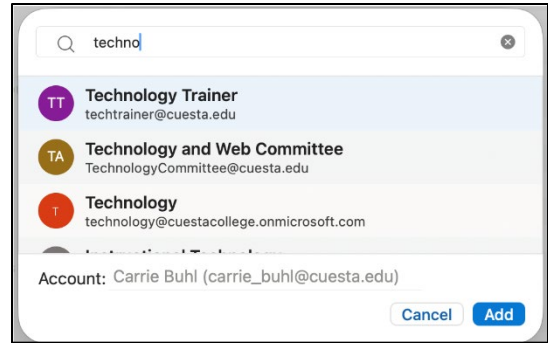
3. In the new window, select the **Delegates & Sharing**



4. Select **Shared With Me**, then select the **+/plus sign**



5. Type in the address of the shared mailbox you are adding, then select Add



6. The added mailbox will now show in the list under Shared With Me. Close the window and you will find the shared mailbox in outlook.

