Adding a Shared Mailbox on Outlook for Mac

Outlook for OSX is a powerful tool to manage emails and calendaring. This article will explain how to add another shared inbox to the application.

Adding the mailbox

1. Find out your outlook version by going to OutlookAbout Outlook. The version is on the top under the header.

   ![Outlook Version](image)

   Microsoft® Outlook for Mac
   Version 16.30 (19101301)
   Product ID: 04242-000-000004
   License: Volume License 2019
   Device ID: 3399AB52-EB70-51B7-A398-BA3678470BD6
   © 2019 Microsoft. All rights reserved.
   License Terms
   Third Party Notices
   Warning: This computer program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

   Newest Version
   This article is specifically pertaining to outlook version 16.3 or above. Please update your outlook to the newest version before following these steps.

2. Go to ToolsAccounts
3. Add new account

4. Enter the email address of the shared inbox.

⚠️ **Resource #**

Sometimes, using the plain email address is not enough. If you know the resource number of the mailbox, it is recommended you enter `resource# ###@uconn.edu` for best results.
5. When prompted for a password, select "Sign in with another account"

6. Use your first.last@uconn.edu credentials
7. The mailbox should now appear on the left under your main inbox.

Related Articles

- Restoring HuskyCT Content from Prior Semesters
- Requesting Microphones for Classroom Use
- Adding Remote Viewers to Your Class or Conference and Allowing Interaction
- Setting up NetID Password Recovery Options
- Changing or Resetting a Google Password