

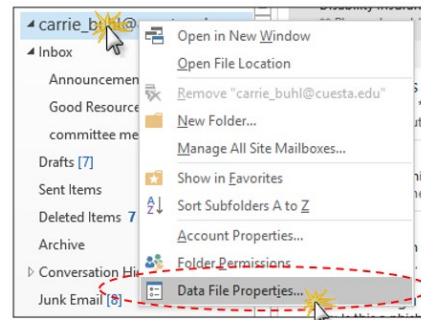
Access a Shared Email

Outlook Desktop Application – Windows PC

1. Launch Outlook

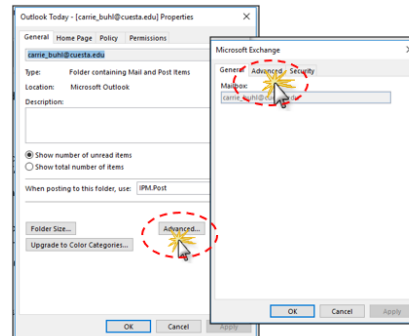


2. **Right click** on your primary email address (i.e. carrie_buhl@cuesta.edu), then select **Data File Properties...**



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

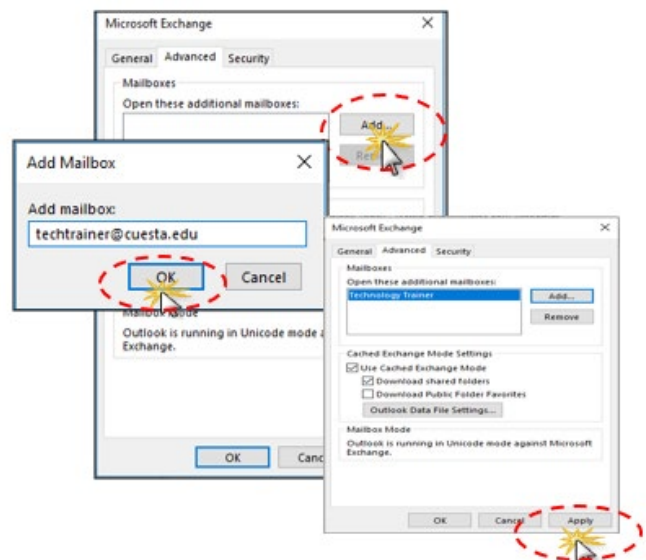
4. **Click** on the **Advanced** tab



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

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

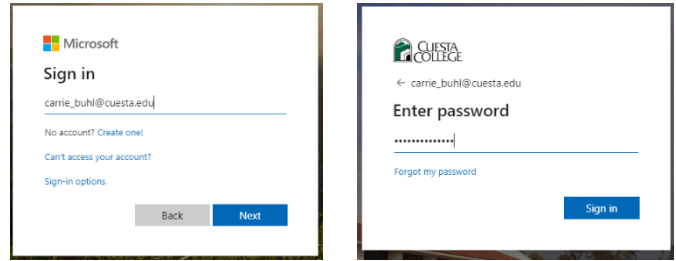
- Click OK**
- Click Apply**
- The email inbox will now appear in you mailbox folder list**



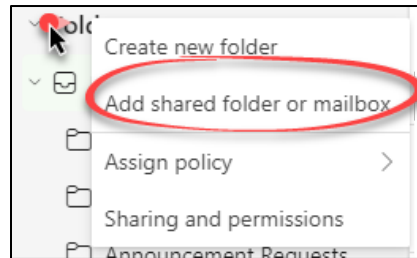
Outlook Online (Office 365) – Two Options

Option 1

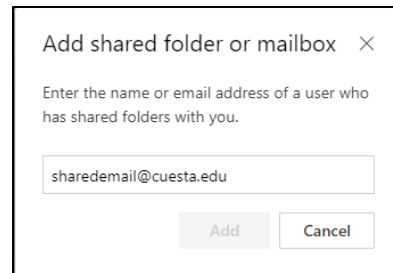
1. Login to [Outlook Online](#)
 - a. Use your Cuesta email and password to login



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

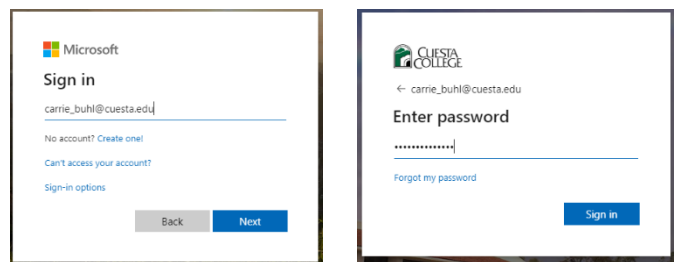


3. Enter the email address of the Shared inbox. Select Add. The new inbox will appear in the left panel



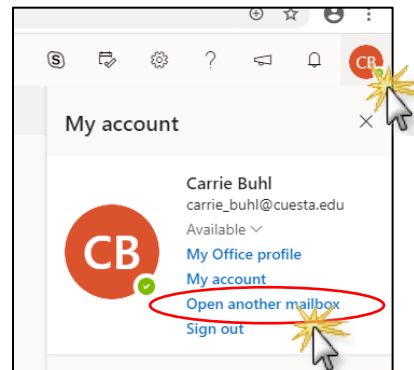
Option 2

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



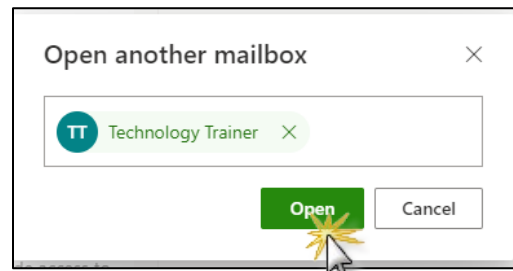
2. Once logged into Outlook Online, Click on your initials or profile picture in the top right corner.

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.

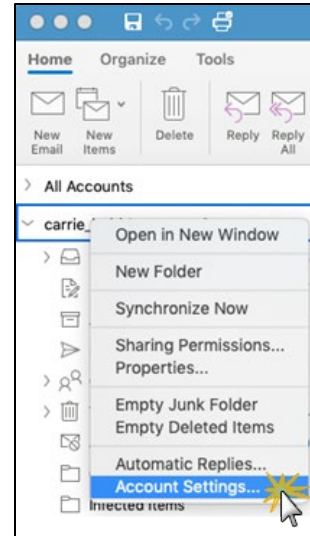


Outlook Desktop Application – Mac

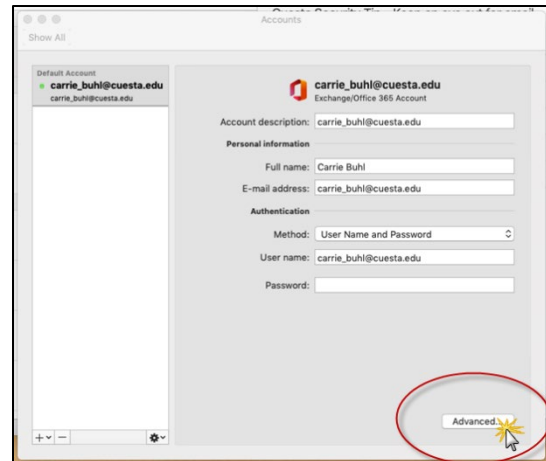
1. Launch Outlook



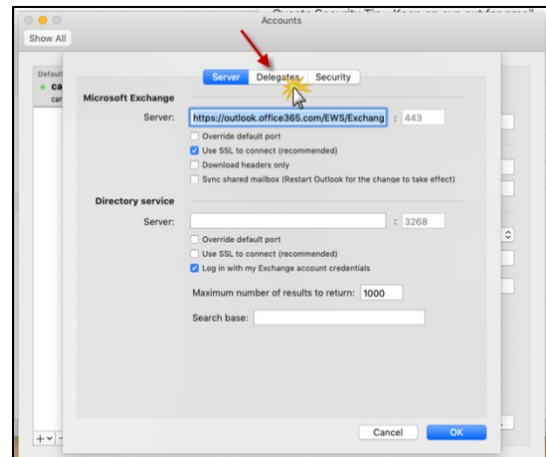
2. **Right click** on your primary email address (i.e. carrie_buhl@cuesta.edu), then select **Account Settings...**



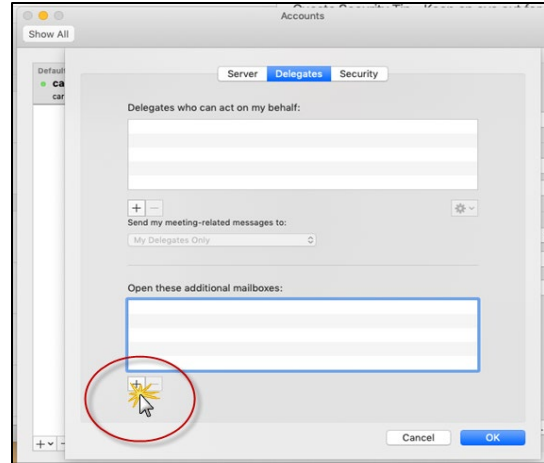
3. In the new window, select the **Advanced...** button



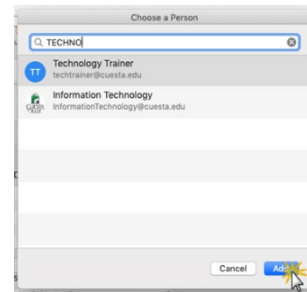
4. At the top of the new window, select Delegates



5. In the “**Open these additional mailboxes:**” section select the **plus** sign



6. In the new window, type the email address of the shared mailbox, then select **Add**.



7. Select **Ok** and close all windows. You should now see the new mailbox added in the left panel of your Outlook.

