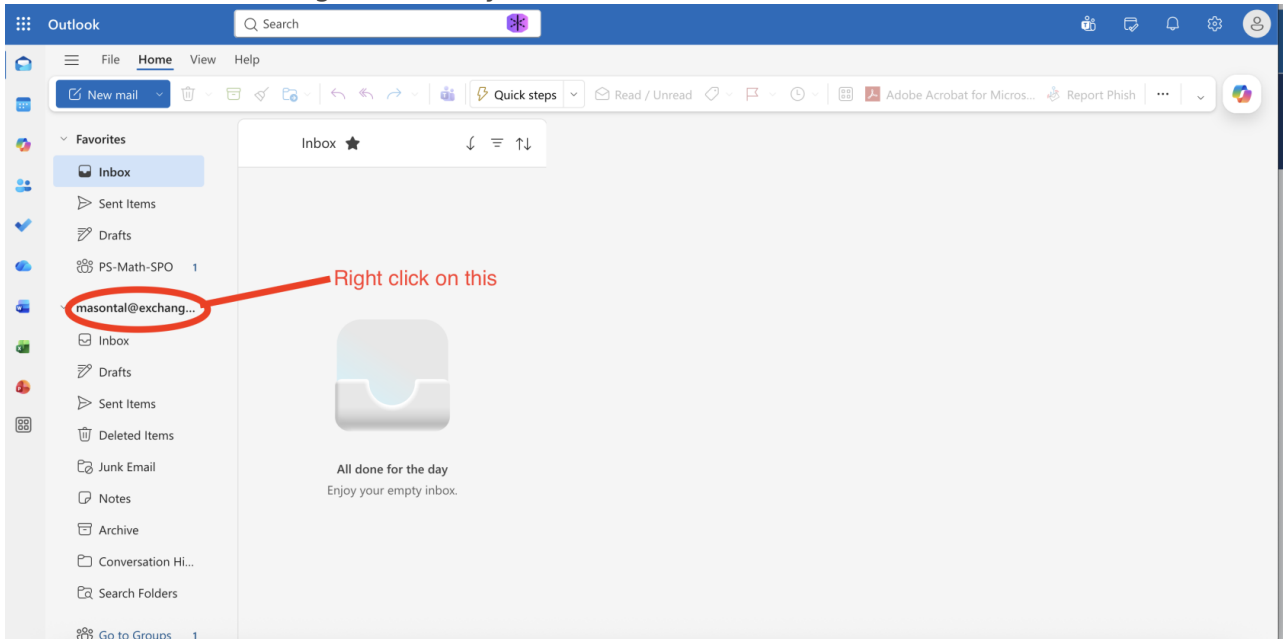


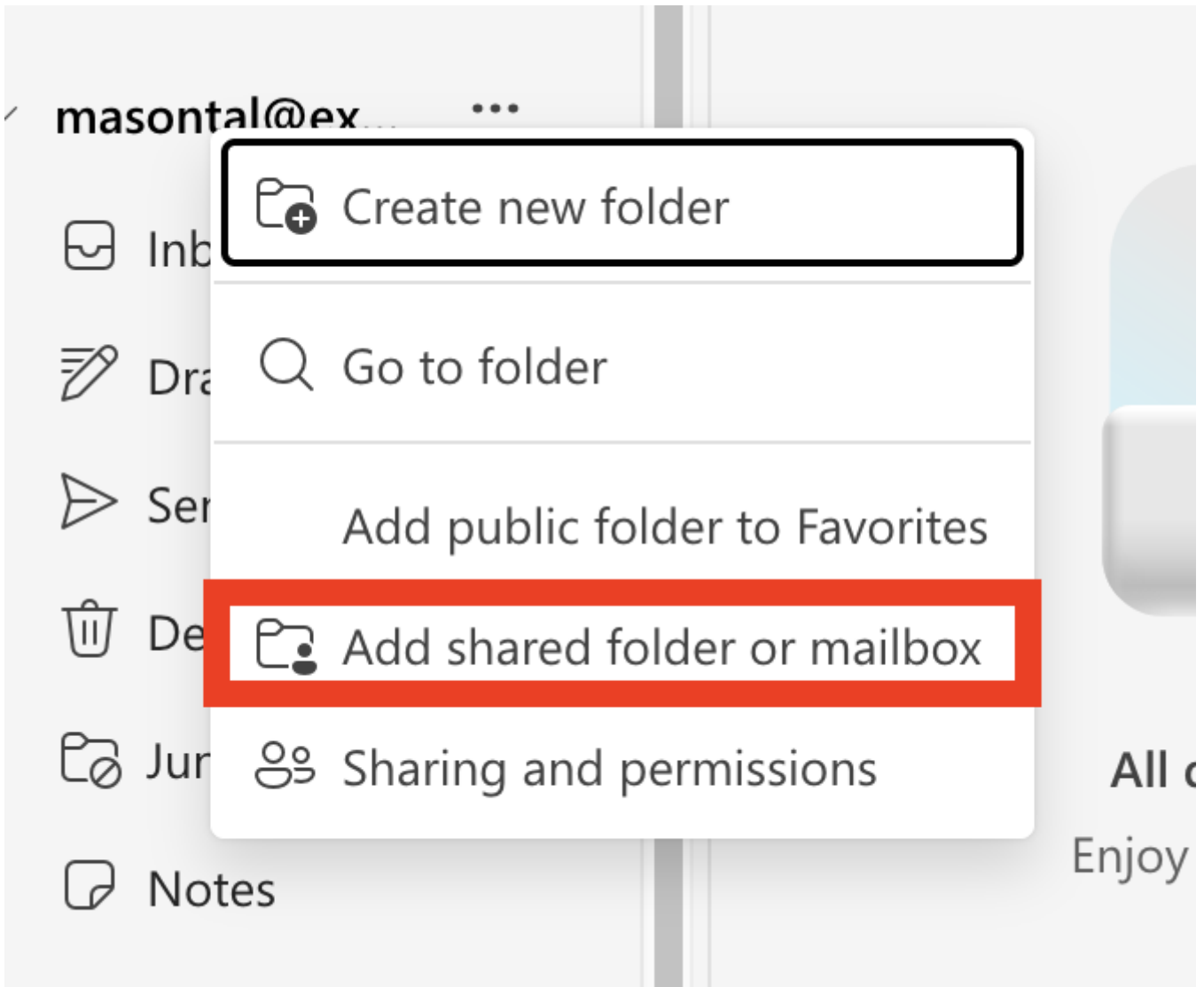
Opening a Shared Mailbox

On the Outlook web client:

1. Go to outlook.com/uci.edu and sign in with your AD/Microsoft 365 login.
2. On the left side bar, right click on your email



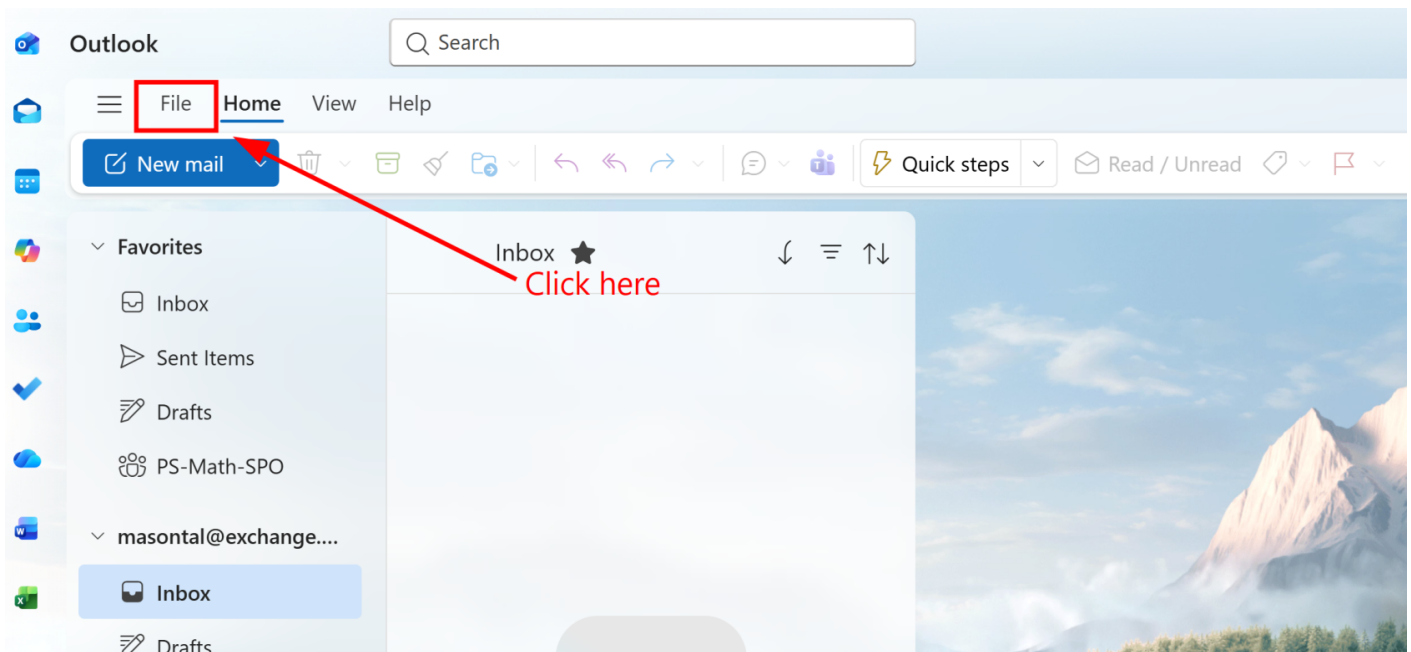
3. Click 'Add shared folder or mailbox'



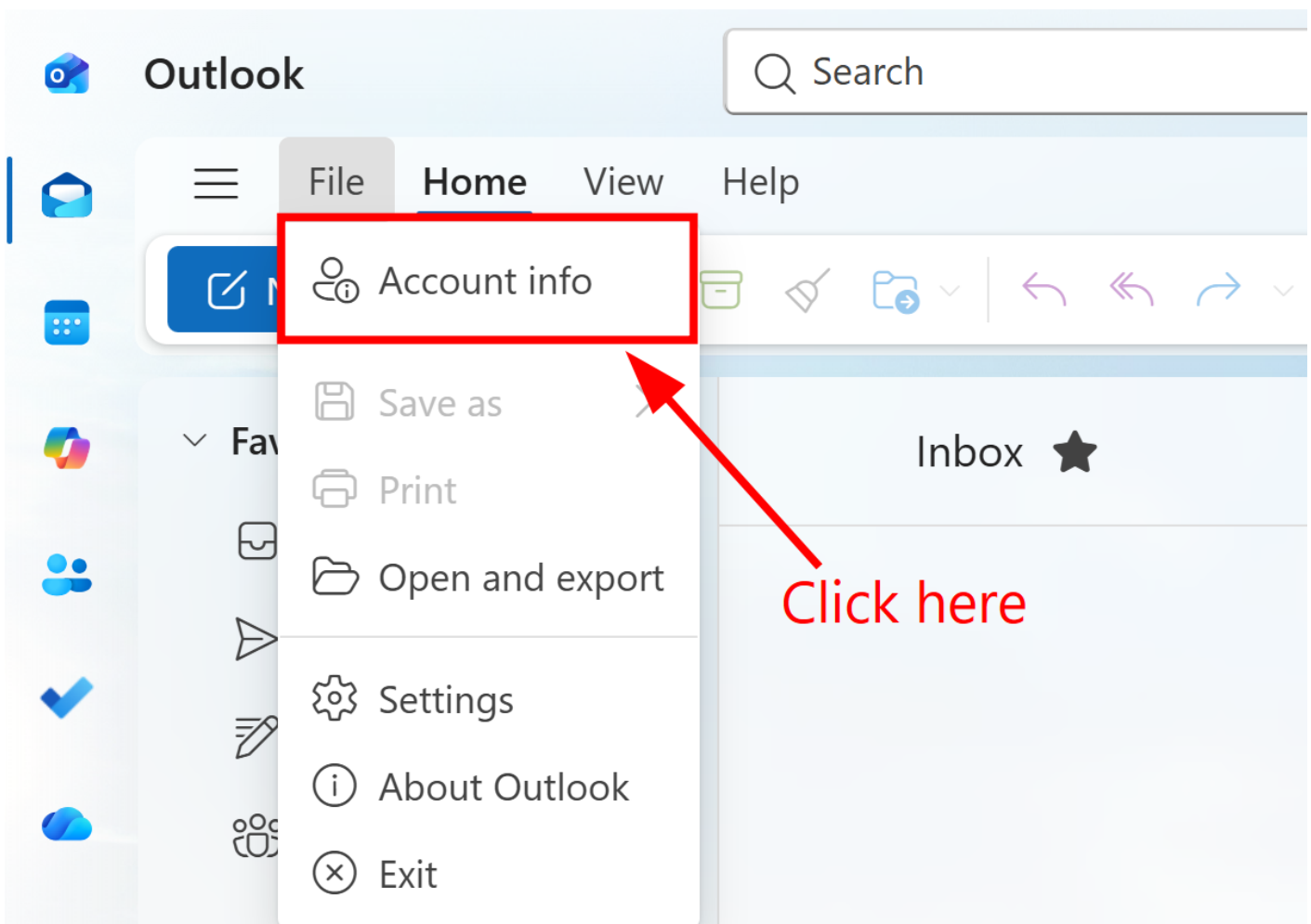
4. Type in the email address of the shared mailbox and click continue

On Outlook for Windows

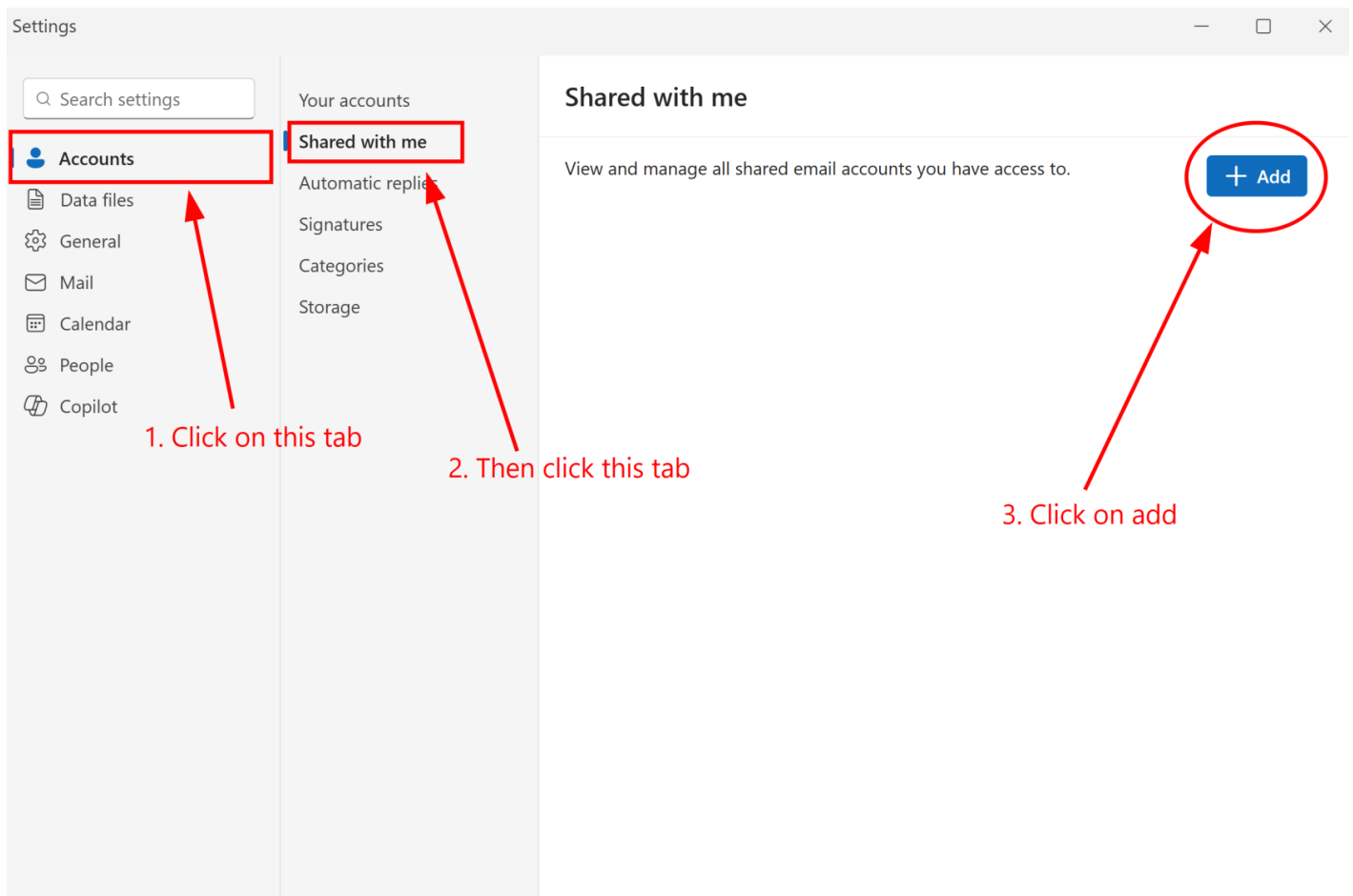
1. Select the 'File' tab in the top left corner



2. Click 'Account info'



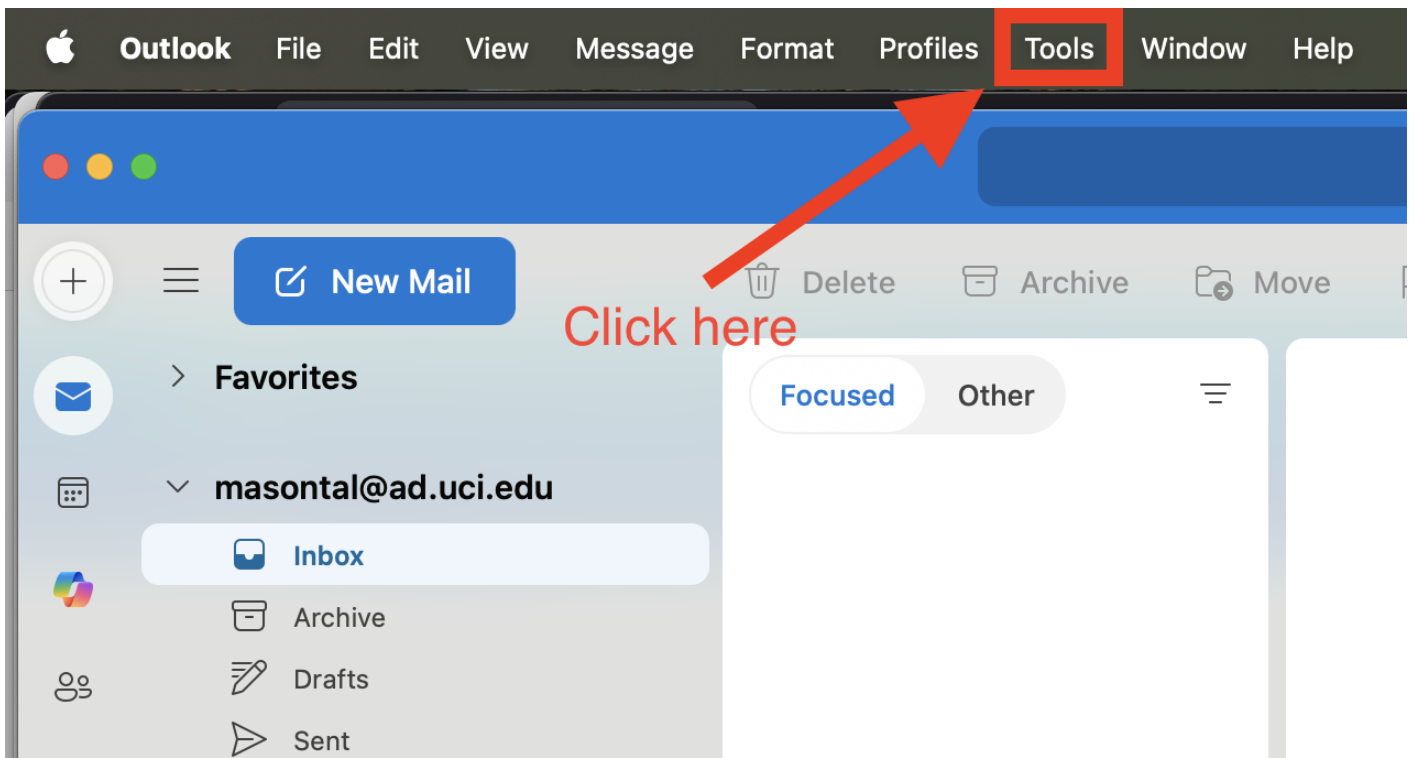
3. A window with your account settings should pop up. Click on 'Accounts,' then 'Shared with me.' Then click 'Add'



4. Type in the email address of the shared mailbox and continue.

On Outlook for Mac

1. Open Outlook, then click on tools in the menu bar



2. Choose accounts and then select your account that has access to the shared mailbox

Files

Tools

Window

Help

Sync

Click here

Automatic Replies...

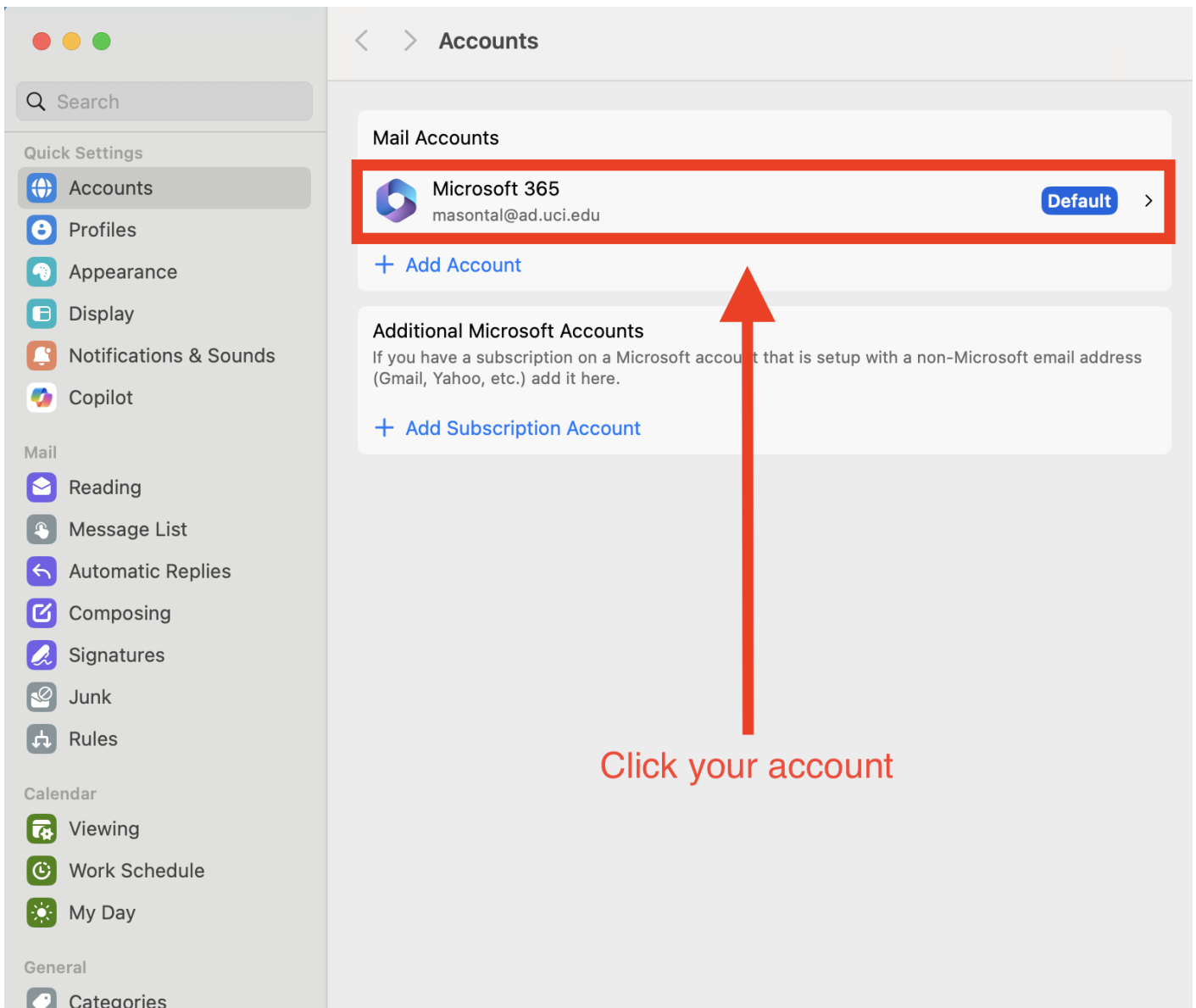
Rules...

Junk Email Preferences

Accounts...

Keyboard Shortcuts

Manage Storage



3. Click on 'Delegates & Sharing'

< > Accounts



Microsoft 365

● Connected

Microsoft sync technology

Description

masontal@ad.uci.edu

Personal information

MASON TAYLOR LUM
masontal@ad.uci.edu

Default account



Delegates & Sharing

No delegates

No shared mailboxes



Security

No certificates

Configure

Directory

No servers



Manage

Click this



Open the 'Shared With Me' tab and then click the add button in the bottom left to add the email address of the shared mailbox.

My Delegates

Shared With Me

Open these additional mailboxes:

1. Select the 'Shared With Me' tab

2. Click the plus button and
add the address

+

Revision #5

Created 2026-08-19 16:47:43 UTC by David Rotter

Updated 2026-08-19 17:57:57 UTC by MASON TAYLOR LUM