## Adding shared calendars and inboxes to outlook 2016.

If you just want access to a shared calendar, you can add the shared calendars by right clicking "My Calendars" and selecting "From Address Book"



## How to add shared inbox on next page

## How to add a shared inbox.

1) Click "File" in the top left corner of the outlook 2016 application



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2) Select Account Settings and then click on "Account Settings" again



3)Select your email address and click on "Change"

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ame			•	ype	
grang	er.hamilton	@carsontahoe.c	org	/licrosoft Exchange (se	end from this account by de

4) Select "More Settings" in the bottom right of the new pop up window

Change Acco	punt	×
Server Set Enter th	ttings he Microsoft Exchange Server settings for your account.	×
User Name:	granger.hamilton@carsontahoe.org	
Offline Setti	ings	
Use C	Cached Exchange Mode	
	Mail to keep offline:	
		More Settings
	< Back Next >	Cancel



You will get a pop up like this Say "Ok"

## 5) Under the advanced tab of this new window we can add all the shared inboxes we want to have access to

Mailboxes Open these additional	mailboxes:
Contracts New Hire HRInfo	Add Remove
Cached Exchange Mod Use Cached Exchang Download share Download Publi	e Settings ge Mode d folders c Folder Favorites
Outlook Data File	Settings
Outlook is running in ( Exchange	Jnicode mode against Microsoft

After adding all the inboxes you want access to, click apply and restart your outlook client.

If you have permission to access these mailboxes they will populate on the left side of your inbox tab the next time you start outlook

Conf Rm - Juniper
Contracts
HRInfo