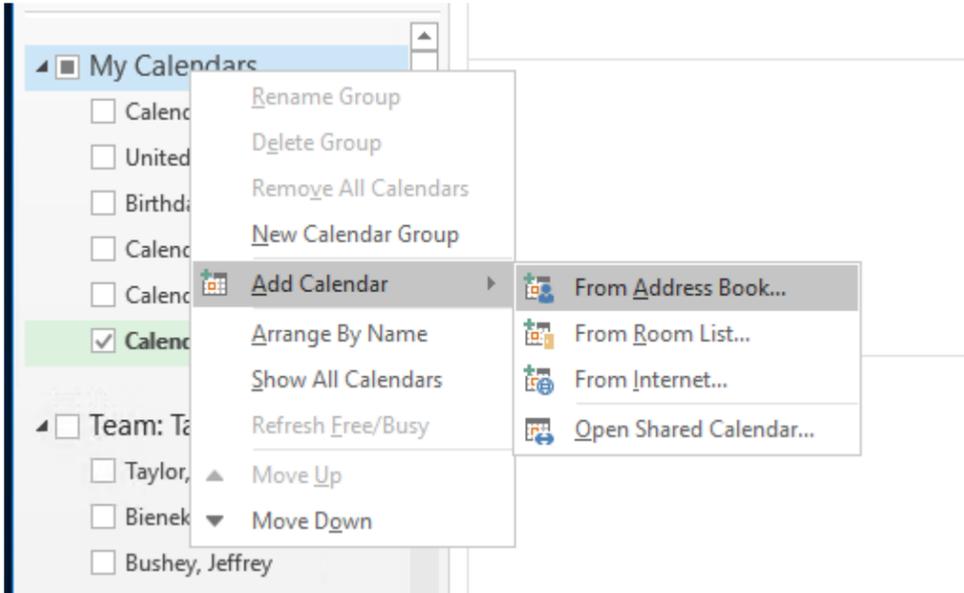


Adding shared calendars and inboxes to outlook 2016.

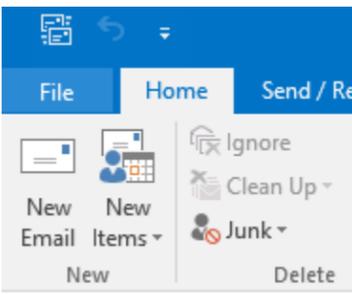
If you just want access to a shared calendar, you can add the shared calendars by right clicking “My Calendars” and selecting “From Address Book”



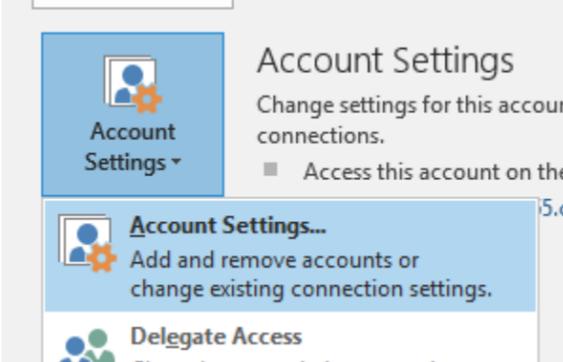
How to add shared inbox on next page

How to add a shared inbox.

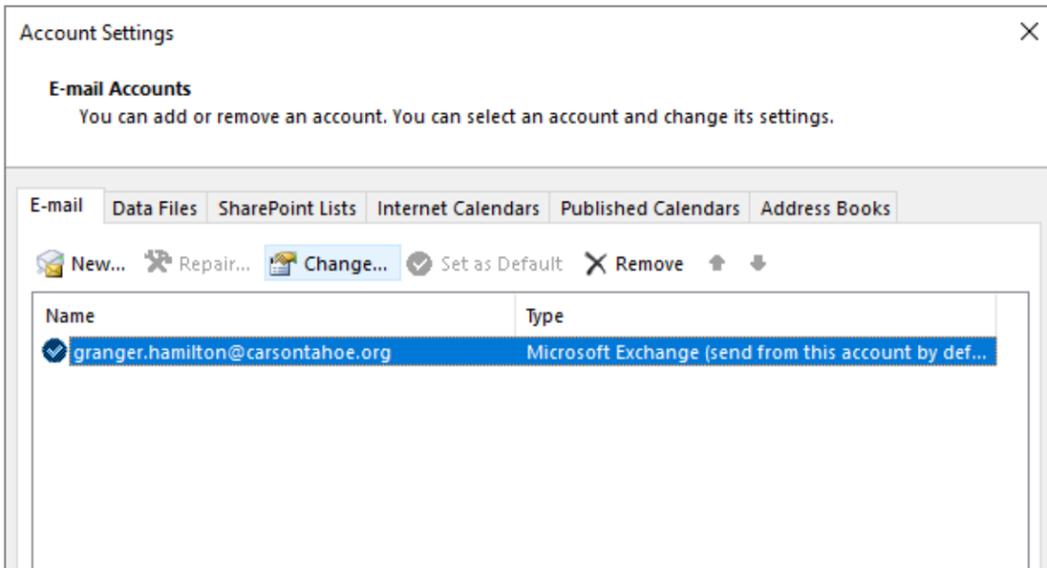
1) Click “File” in the top left corner of the outlook 2016 application



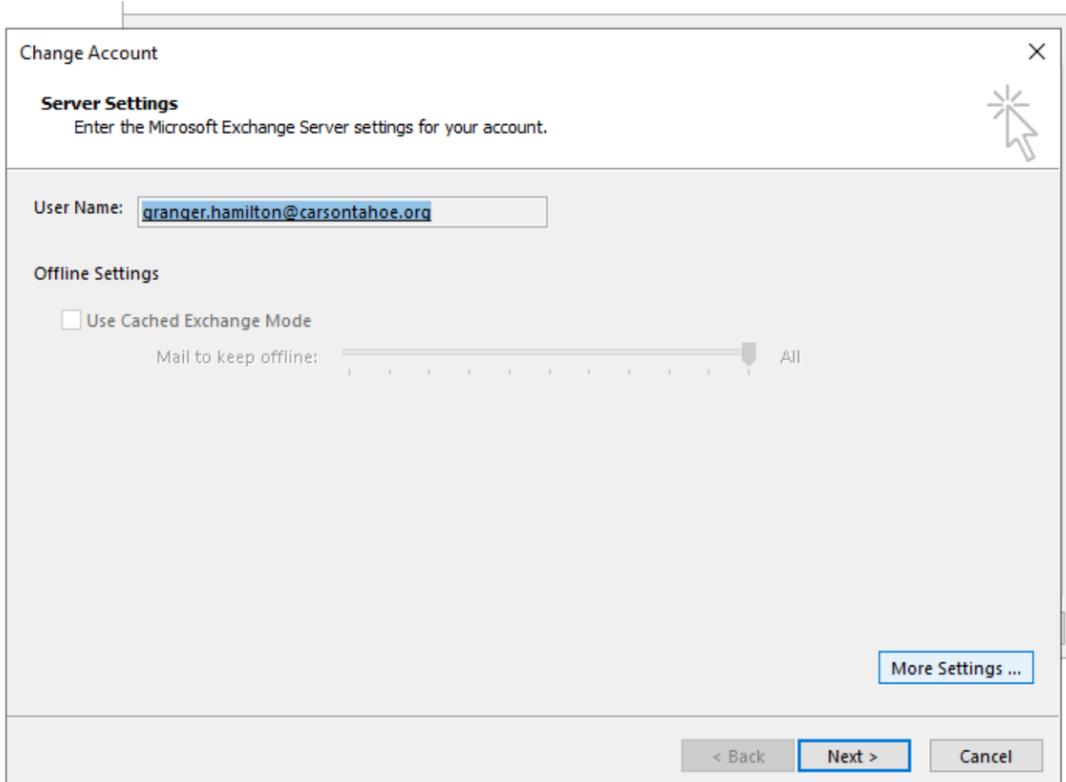
2) Select Account Settings and then click on “Account Settings” again

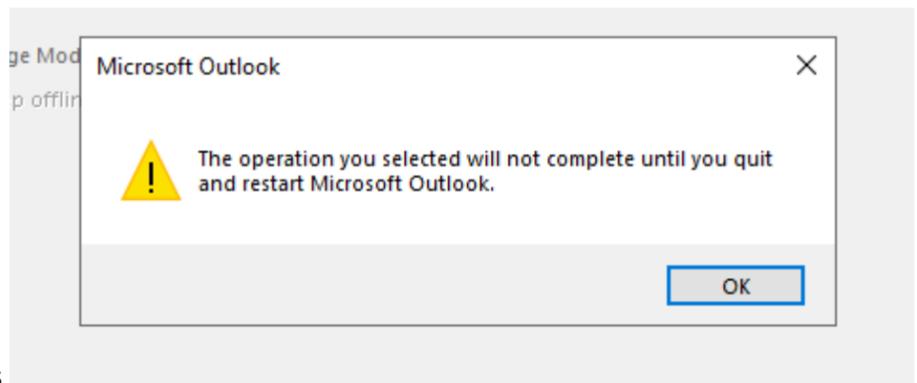


3) Select your email address and click on “Change”



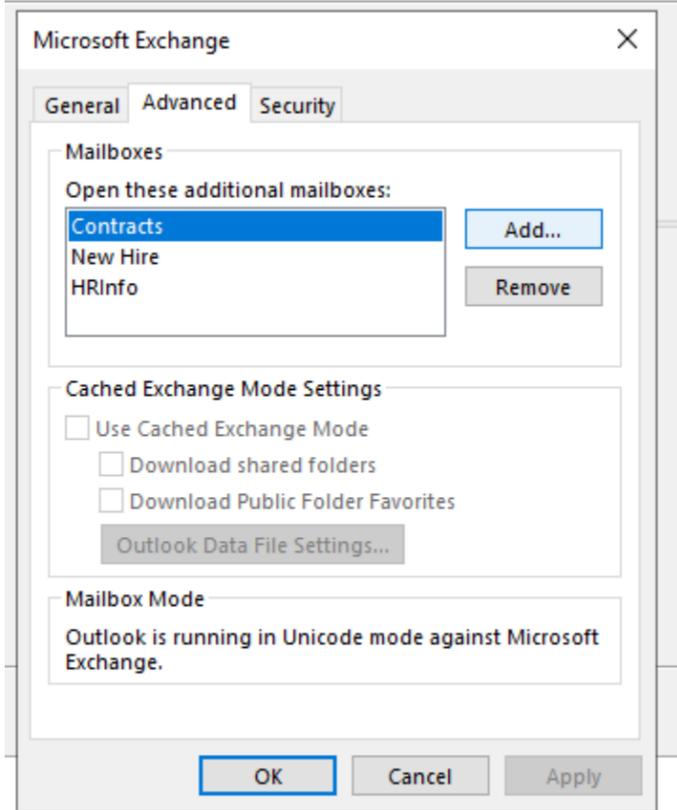
4) Select “More Settings” in the bottom right of the new pop up window





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



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

