

# How to setup Shared Mailbox on Windows

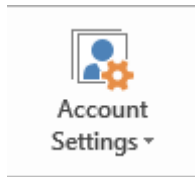
Document by Dylan

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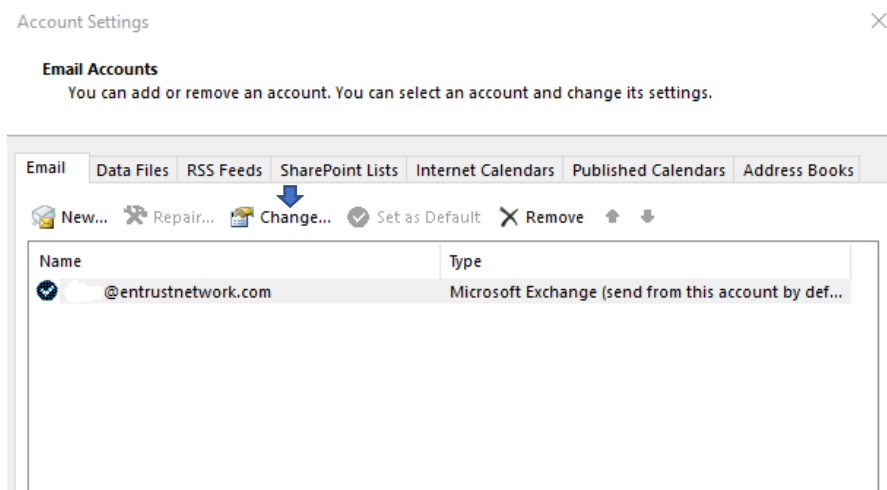
1. Go to File



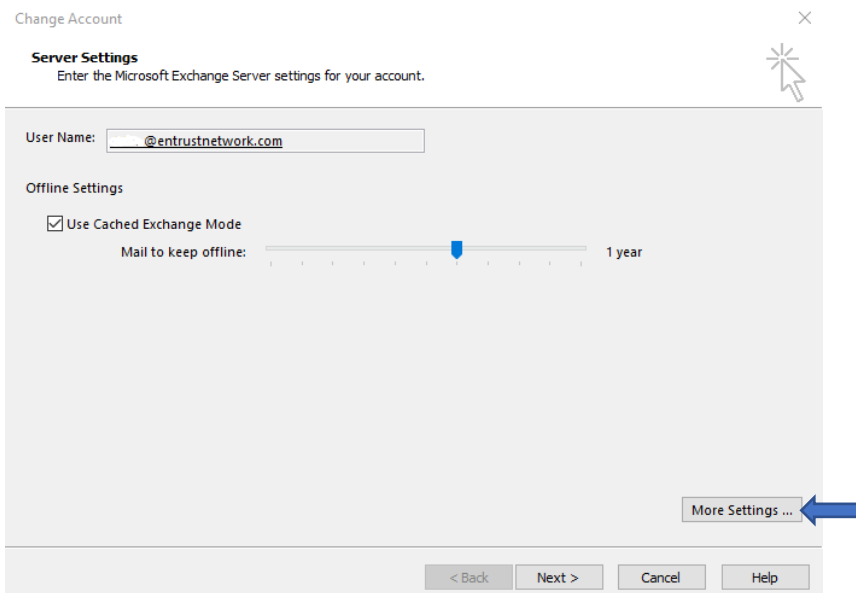
2. Click Account setting, then click again account setting



3. Click account setting, then click again account setting. Click on your email account. Then click the “**Change**” button



4. Click change, click on the “More Setting”.



5. Click on Advanced, there you can see your Mailboxes. On the “Open these additional Mailboxes:” select your mailboxes (in my case I have already added) then click Add. After that click the Apply button, then click the OK. Then just click Next, then finish.

