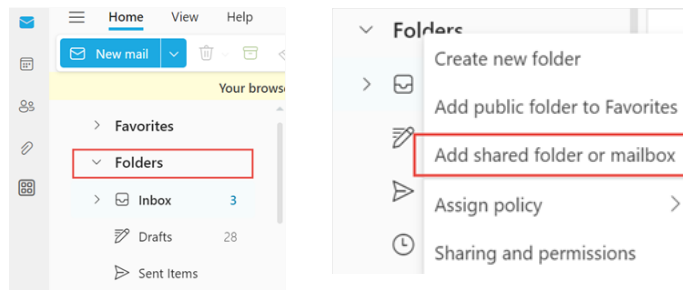


How to Add an Outlook Shared Mailbox

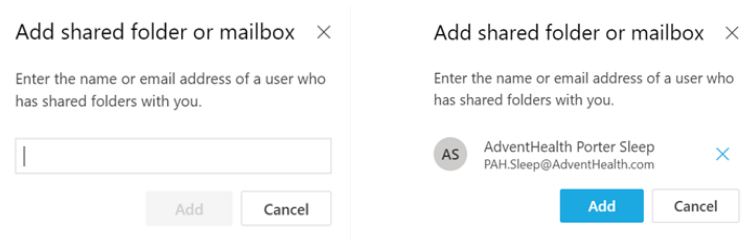
Instructions for Desktop:

Step 1: In your browser, launch the AdventHealth Connect site and open your Outlook web mailbox.

Step 2: Right-click "Folders" and then select "Add shared folder or mailbox".



Step 3: Enter the email address of your shared mailbox and click "Add".



Step 4: Your new shared mailbox will appear under your "Folders". If you receive an error that you do not have access to that shared mailbox, open a ticket with the AIT Service Desk.

