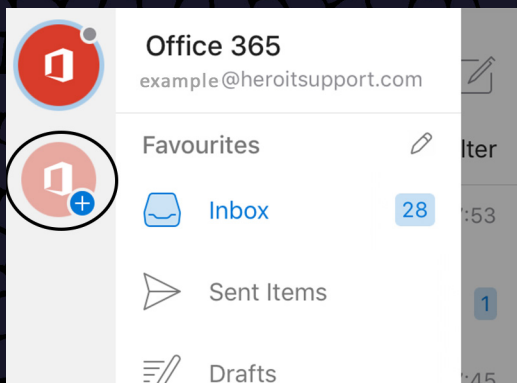


HOW TO ADD A SHARED MAILBOX ON THE OUTLOOK MOBILE APP WITH 2018 UPDATE

Before completing this, you must first have installed and configured the Outlook mobile app on your device. If you have not yet done this, go to your app store and search OWA (Outlook). This app is available on both Apple and Android devices.

You will need to download this app and login using your full email address. If you need further help, please refer to the guide.



1) Once you have setup your primary mailbox and opened the Outlook app

2) Click on the three lines in the top left corner

3) You will then need to click the 'add account' button

4) Type in the email address of the account you want to add, then type in the password

5) You will then have access to this mailbox and it will be located under your primary mailbox

