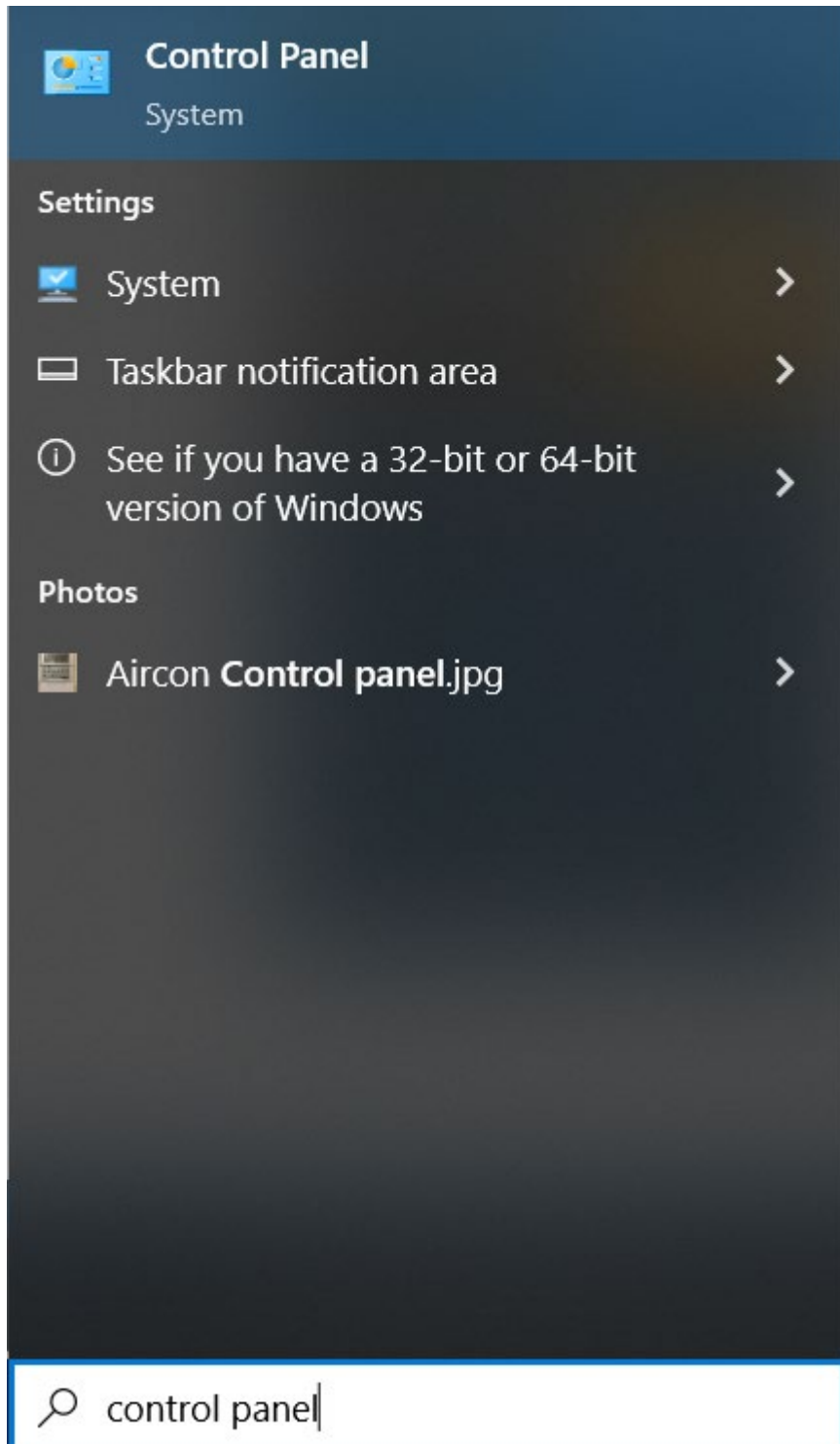
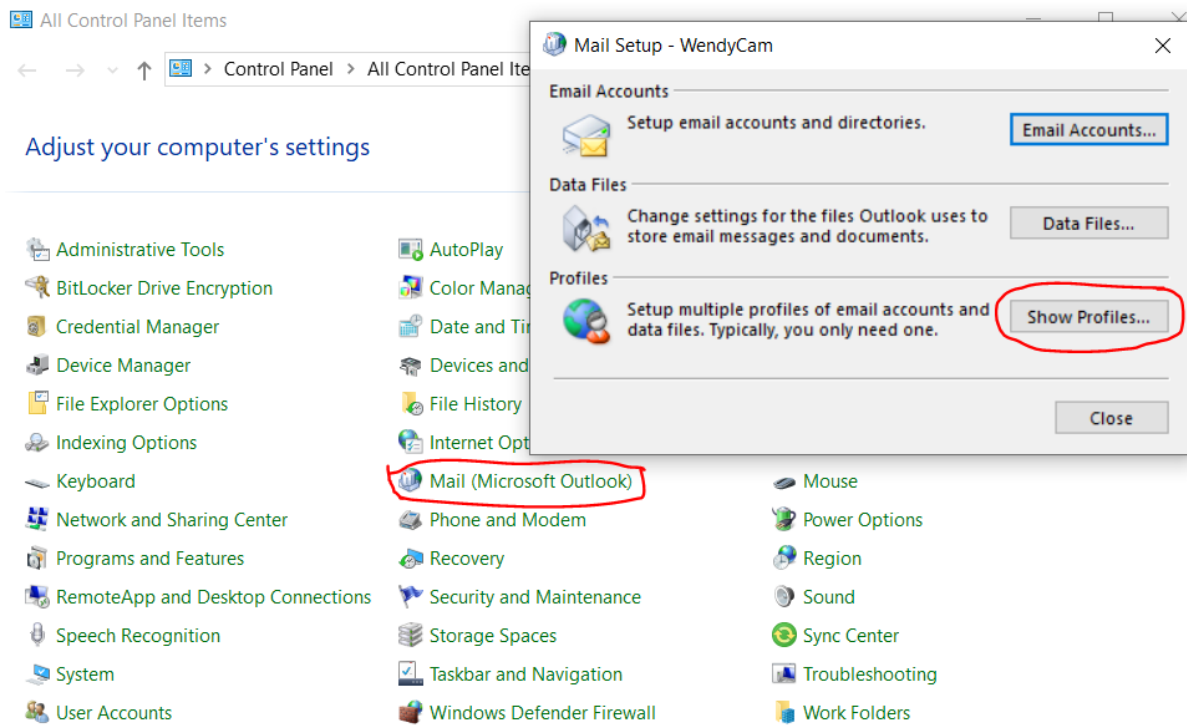


How to add a Shared Mailbox to Outlook Client (Profile)

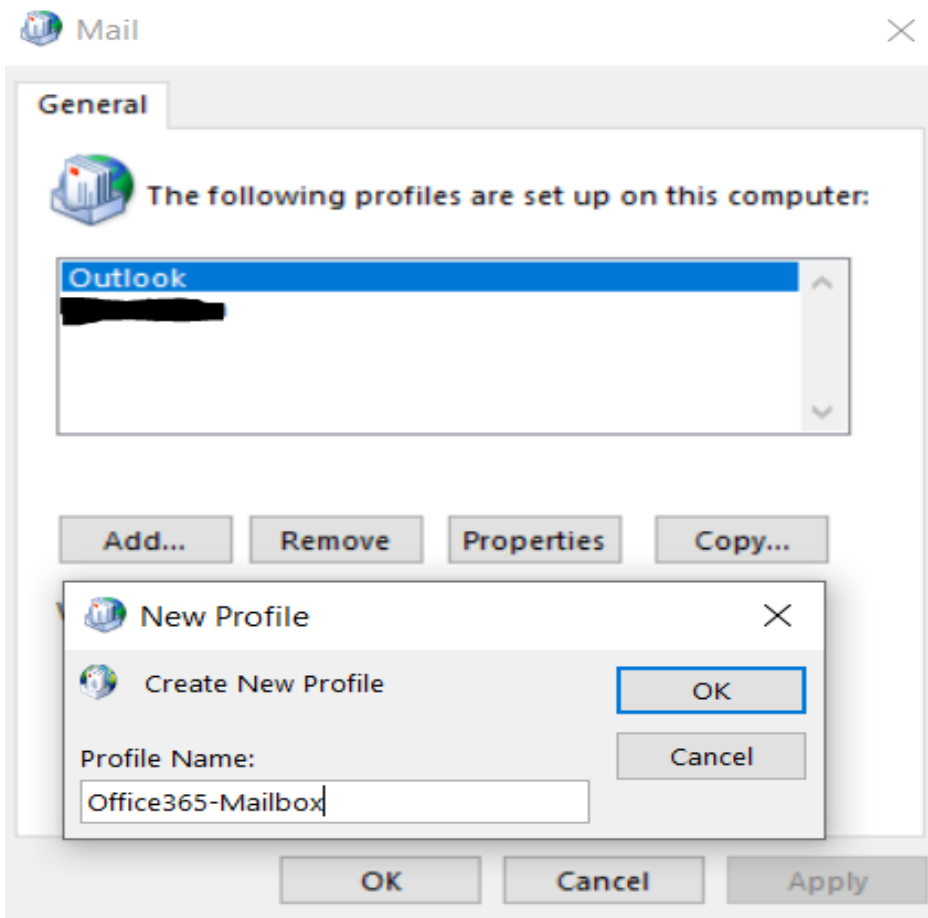
1. In the search button, type in Control Panel and select it.



2. Select Mail (Microsoft Outlook), and then select Show Profiles



3. Click Add button, then type in the new "Profile name", then click OK



4. Select “Manual setup or additional server types”, click Next

Add Account ✕

Auto Account Setup
Manual setup of an account or connect to other server types. ✱

Email Account

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

5. Type in the email address of the shared mailbox, click Next

Add Account ✕

Choose Your Account Type ✱


Microsoft 365
Automatic setup for Microsoft 365 accounts


Email Address:
Example: ellen@contoso.com

POP or IMAP
Advanced setup for POP or IMAP email accounts

Exchange ActiveSync
Advanced setup for services that use Exchange ActiveSync

6. Once the profile is added, click Finish

 Add Account ✕

Congratulations! 

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for office365@mandela.ac.za settings
- ✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

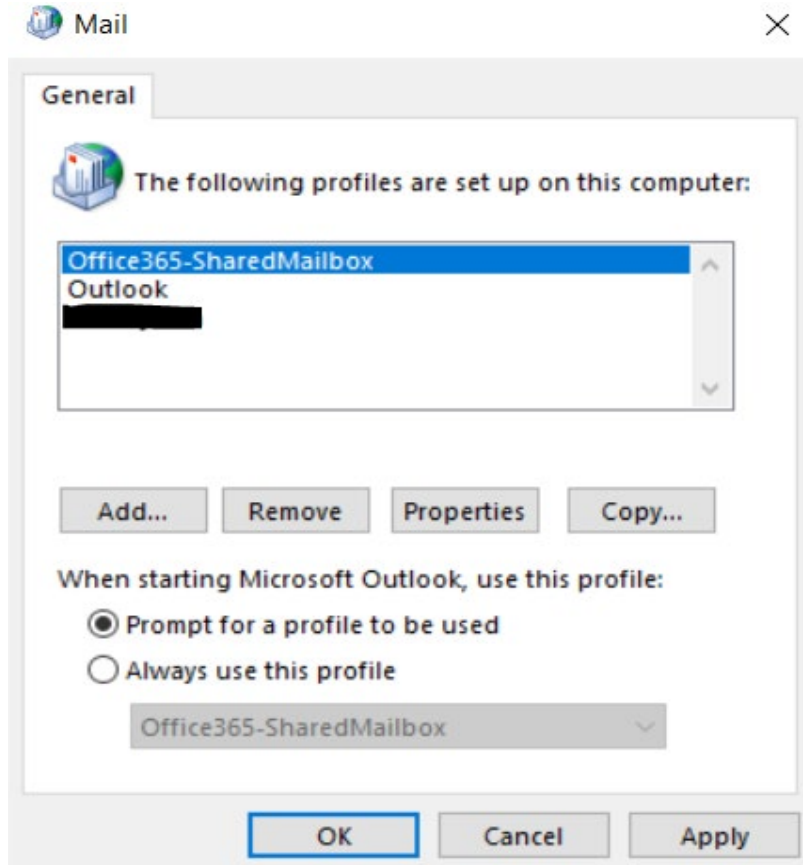
Change account settings

Set up Outlook Mobile on my phone, too

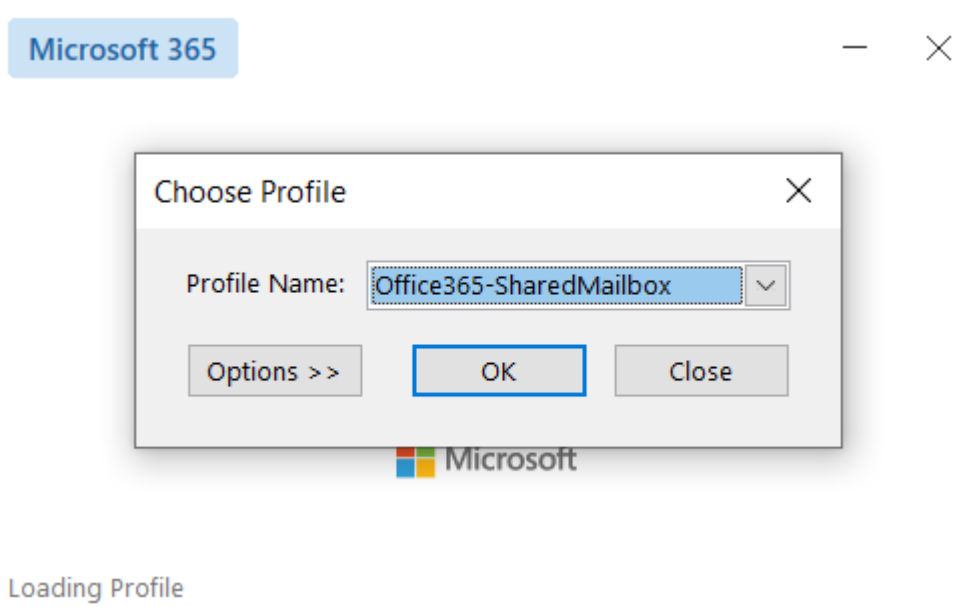
[Add another account...](#)

[< Back](#) [Finish](#) [Cancel](#) [Help](#)

7. Select "Prompt for a profile to be used, click Apply and then Ok



8. Open Outlook and select the Shared Mailbox profile that you just created and click Ok.



Loading Profile