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

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

Control Panel System	
Settings	
🗾 System	>
Taskbar notification area	>
③ See if you have a 32-bit or 64-bit version of Windows	>
Photos	
Aircon Control panel.jpg	>

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



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

💭 Mail	$\times$
General	
The following profiles are set up on this computer	:
Outlook	
~	
Add Remove Properties Copy	
New Profile X	
Create New Profile	
Profile Name: Cancel	
Office365-Mailbox	
OK Cancel Apply	

## 4. Select "Manual setup or additional server types", click Next

Manual setup of an a			
	account or connect to other server typ	pes.	
) Email Account			
Your Name:			
L	Example: Ellen Adams		
Email Address:	Example: ellen@contoso.com		
-	Enampler energeoneosoicom		
Password:			
Retype Password:			
	Type the password your Internet se	ervice provider has given you.	
		< Back Next >	Cancel Help
noose Your Account	Гуре		*
			215
			4
Microsoft 3	5		4
Microsoft 36     Automatic se	55 tup for Microsoft 365 accounts		42
Microsoft 3(     Automatic se     Email Ad	55 tup for Microsoft 365 accounts		4
Microsoft 30     Automatic se     Email Ad	55 tup for Microsoft 365 accounts dress: Office365@mandela.ac.za Example: ellen@contoso.cor		4
Microsoft 36     Automatic se     Email Ad	55 :tup for Microsoft 365 accounts dress: Office365@mandela.ac.za Example: ellen@contoso.cor		4
Microsoft 30     Automatic se     Email Ad     O POP or IMA     Advanced se	55 etup for Microsoft 365 accounts dress: Office365@mandela.ac.za Example: ellen@contoso.cor P tup for POP or IMAP email accounts		4
Microsoft 30     Automatic se     Email Ad     POP or IMA     Advanced se	55 tup for Microsoft 365 accounts dress: Office365@mandela.ac.za Example: ellen@contoso.cor P tup for POP or IMAP email accounts		4
Microsoft 34     Automatic se     Email Ad     POP or IMA     Advanced se     OExchange Ac	55 stup for Microsoft 365 accounts dress: Office365@mandela.ac.za Example: ellen@contoso.cor P tup for POP or IMAP email accounts stiveSync tup for services that use Exchange Actions	m	4
<ul> <li>Microsoft 34 Automatic se Email Ad</li> <li>POP or IMA Advanced se</li> <li>Exchange Aa Advanced se</li> </ul>	55 tup for Microsoft 365 accounts dress: Office365@mandela.ac.za Example: ellen@contoso.cor P tup for POP or IMAP email accounts tiveSync tup for services that use Exchange Acti	m	4
Microsoft 34 Automatic se Email Ad POP or IMA Advanced se Exchange Aa Advanced se	55 tup for Microsoft 365 accounts dress: Office365@mandela.ac.za Example: ellen@contoso.co P tup for POP or IMAP email accounts tiveSync tup for services that use Exchange Acti	m	<u><u> </u></u>
<ul> <li>Microsoft 34 Automatic se Email Ad</li> <li>POP or IMA Advanced se</li> <li>Exchange Advanced se</li> </ul>	55 tup for Microsoft 365 accounts dress: Office365@mandela.ac.za Example: ellen@contoso.co P tup for POP or IMAP email accounts ctiveSync tup for services that use Exchange Acti	m	<u><u> </u></u>
<ul> <li>Microsoft 34 Automatic se Email Ad</li> <li>POP or IMA Advanced se</li> <li>Exchange Aa Advanced se</li> </ul>	55 etup for Microsoft 365 accounts dress: Office365@mandela.ac.za Example: ellen@contoso.cor P tup for POP or IMAP email accounts ctiveSync tup for services that use Exchange Acti	m	<u><u> </u></u>
<ul> <li>Microsoft 34 Automatic se Email Ad</li> <li>POP or IMA Advanced se</li> <li>Exchange Ad Advanced se</li> </ul>	55 etup for Microsoft 365 accounts dress: Office365@mandela.ac.za Example: ellen@contoso.co P tup for POP or IMAP email accounts ctiveSync tup for services that use Exchange Acti	m	<u>R</u>
<ul> <li>Microsoft 34 Automatic se Email Ad</li> <li>POP or IMA Advanced se</li> <li>Exchange Advanced se</li> </ul>	55 etup for Microsoft 365 accounts dress: Office365@mandela.ac.za Example: ellen@contoso.cor P tup for POP or IMAP email accounts ctiveSync tup for services that use Exchange Acti	m	
<ul> <li>Microsoft 34 Automatic se Email Ad</li> <li>POP or IMA Advanced se</li> <li>Exchange Ac Advanced se</li> </ul>	55 etup for Microsoft 365 accounts dress: Office365@mandela.ac.za Example: ellen@contoso.co P tup for POP or IMAP email accounts ctiveSync tup for services that use Exchange Acti	m	

6. Once the profile is added, click Finish

🧼 Add Account		×
Congratulations!		× ×
Configuring		
Outlook is completing the setup for your account. This might ta	ake several minutes.	
<ul> <li>Establishing network connection</li> </ul>		
<ul> <li>Searching for office365@mandela.ac.za settings</li> </ul>		
<ul> <li>Logging on to the mail server</li> </ul>		
Congratulations! Your email account was successfully conf	igured and is ready to use.	Add another account
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

Seneral			
The fo	llowing profi	les are set up or	this computer:
Office365-S	baredMailbox		
Outlook	naredivianoox		2
			~
Add	Remove	Properties	Copy
, and and			
When startin	ng Microsoft C	Dutlook, use this	profile:
When startin	ng Microsoft ( t for a profile	Dutlook, use this to be used	s profile:
When startin  Prompt Always	ng Microsoft C t for a profile use this profi	Dutlook, use this to be used ile	s profile:
When startin Prompt Always Office	ng Microsoft C t for a profile use this profi 365-SharedM	Dutlook, use this to be used ile ailbox	s profile:
When startin Prompt Always Office	ng Microsoft ( t for a profile use this profi :365-SharedM	Dutlook, use thi: to be used ile ailbox	s profile:

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

Profile Name: 0	ffice365-SharedMailbox
Options >>	OK Close