Add a shared mailbox in Outlook 2010.
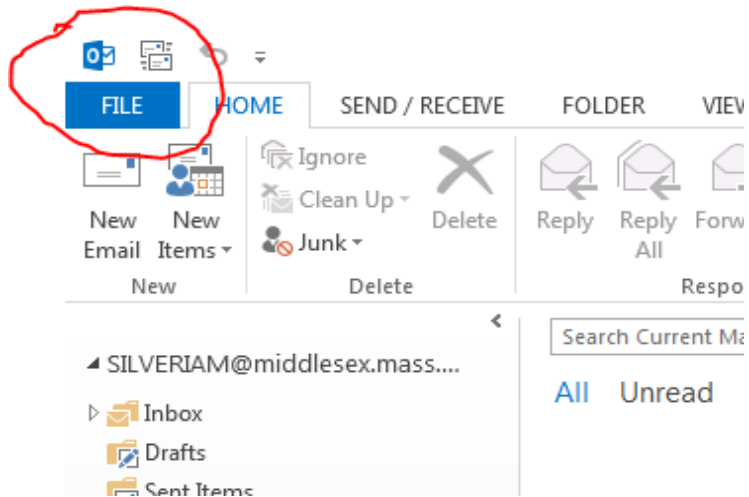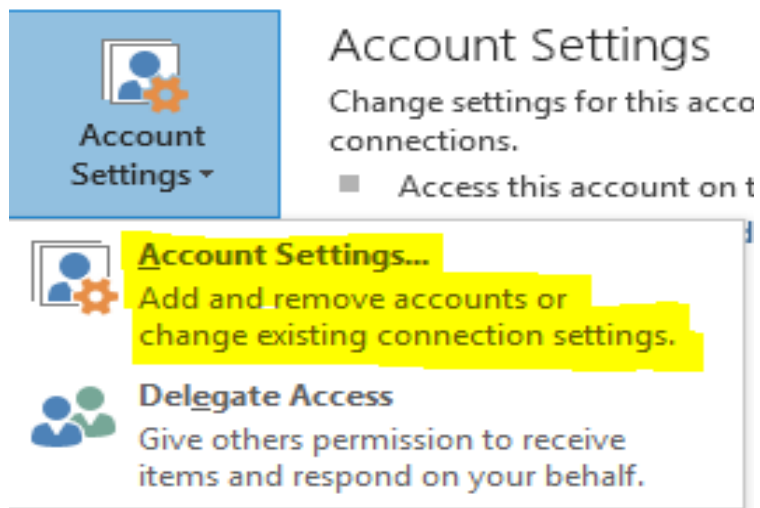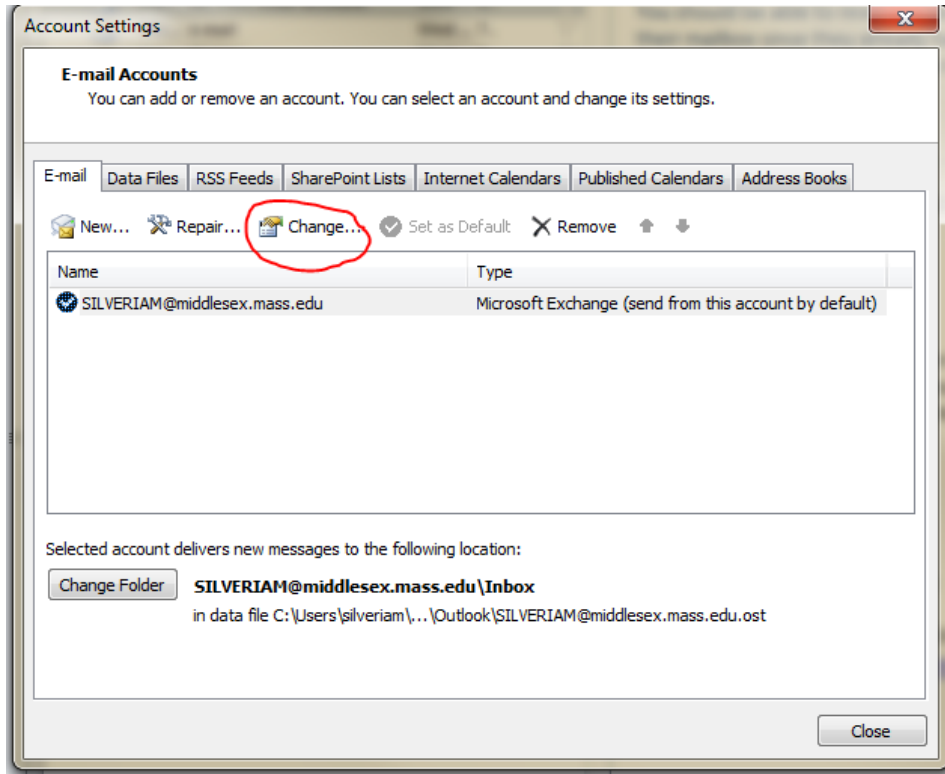
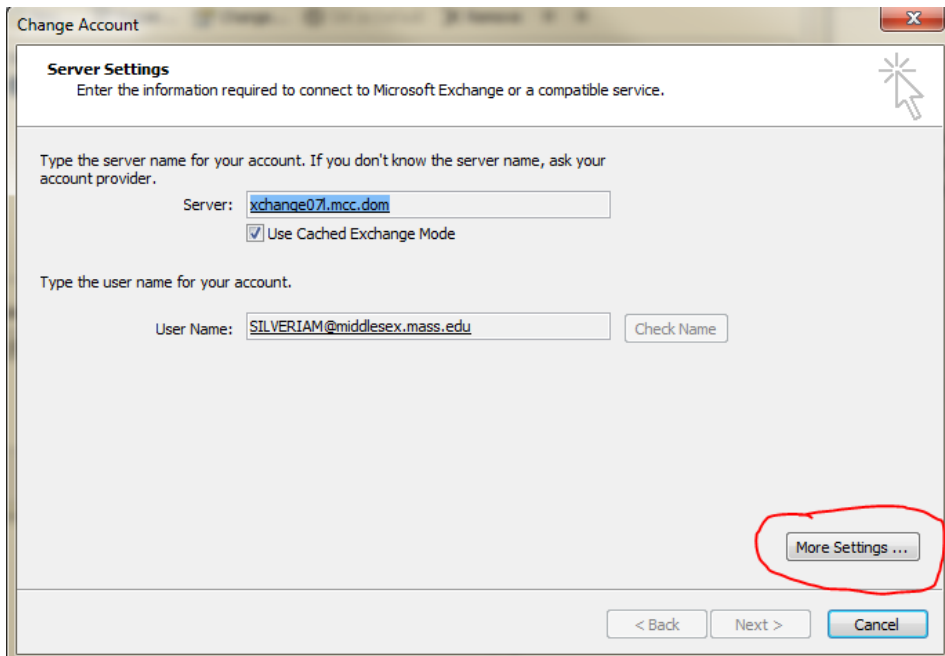1. Click on the File menu button.

2. Click on Account Settings
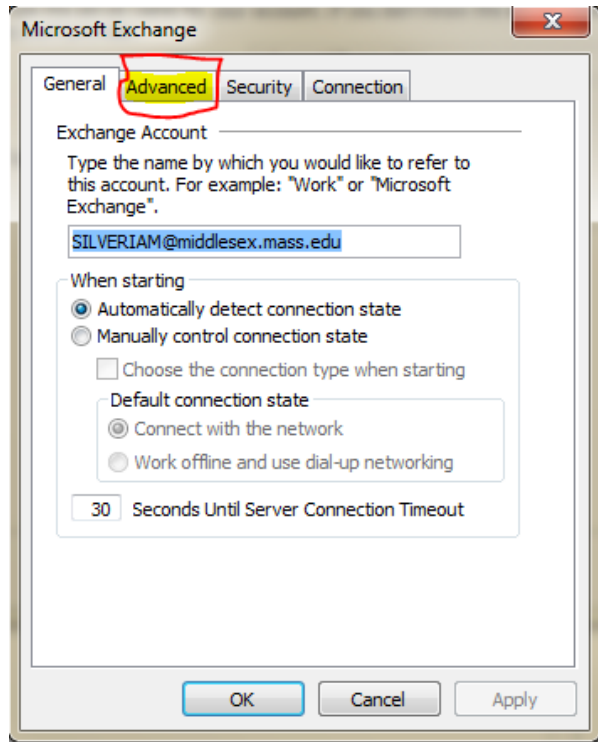
3. Click on Account Settings from drop down menu

4. Click on Change …

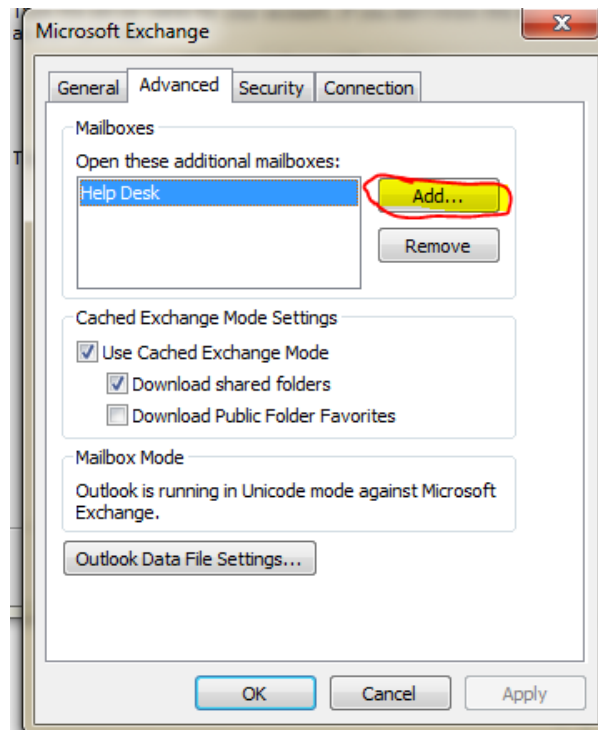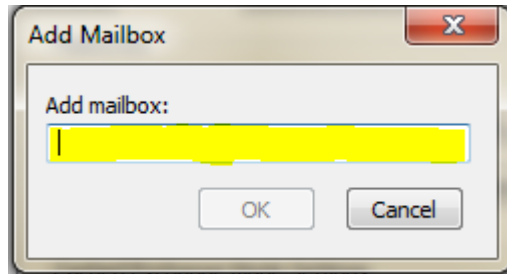
5. Click on More Settings …

6. Click on the Advanced Tab
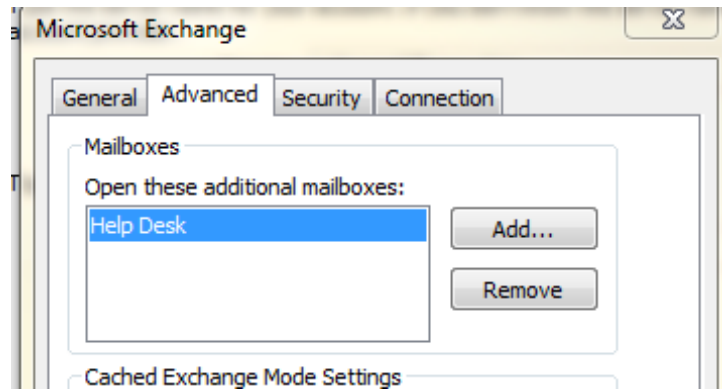

7. Click on Add ...

8. Enter mailbox account name

9. Click OK.

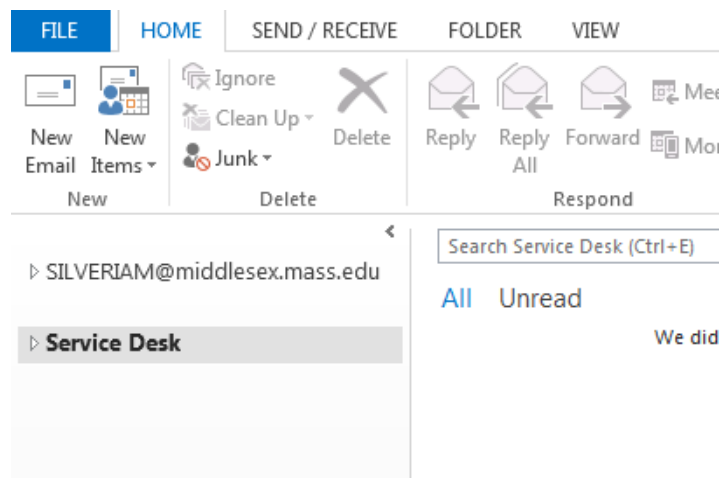You should now see your additional mailbox in the Open these additional mailboxes: list

10. Click Apply.
11. Click OK to close window.
12. Click Cancel to close Change Account window.
13. Click Close to exit Account Settings.

▲ SILVERIAM@middlesex.mass....
  ⌖ Inbox
     Drafts
     Sent Items
     Deleted Items 29
     Archive
  ▷ Boxer
     Calendar
  ▷ Contacts
     Journal
     Junk
     Junk E-mail [18]
     Notes
     Outbox
  ▷ RSS Feeds
     Suggested Contacts
  ▷ Sync Issues
     Tasks
  ▷ Search Folders

▲ Service Desk
  ⌖ Inbox
     Drafts
     Sent Items
     Deleted Items
     Calendar
  ▷ Contacts
     Journal
     Junk E-mail

Search Ser
All   Unr