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 ...

Change Account	ange. () an and a filling of the	×
Server Settings Enter the information re	equired to connect to Microsoft Exchange or a compatible service.	ž
Type the server name for yo account provider.	ur account. If you don't know the server name, ask your	
Server.	Use Cached Exchange Mode	
Type the user name for your	account.	
User Name:	SILVERIAM@middlesex.mass.edu Check Name	
	indre se	cungs
	<back next=""></back>	Cancel

6. Click on the Advanced Tab

Microsoft Exchange	×
Exchange Account	
this account. For example: "Work" or "Microsoft Exchange".	
SILVERIAM@middlesex.mass.edu	
When starting Automatically detect connection state Manually control connection state	
Choose the connection type when starting	
Default connection state	
Work offline and use dial-up networking	
30 Seconds Until Server Connection Timeout	
OK Cancel Apply	

7. Click on Add ...

a	Microsoft Exchange						
l	General Advanced Security Connection						
L	Mailboxes						
T	Open these additional mailboxes:						
L	Help Desk Add						
	Remove						
I	Cached Exchange Mode Settings						
L	☑ Use Cached Exchange Mode						
L	Download shared folders						
L	Download Public Folder Favorites						
L	Mailbox Mode						
	Outlook is running in Unicode mode against Microsoft Exchange.						
L	Outlook Data File Settings						
1							
	OK Cancel Apply						

8. Enter mailbox account name



9. Click OK.

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

crosoft Exchange	23					
General Advanced Security Connection						
Mailboxes						
Open these additional mailboxes:						
Help Desk Add						
Remove						
	Connection Advanced Security Connection Mailboxes Open these additional mailboxes: Help Desk Add Remove Cached Exchange Mode Settings					

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

FILE	HOME	SEND /	RECEIVE	FOL	DER	VIEW	
New N Email Ite	lew ms v	gnore Clean Up + unk + Delete	X Delete	Reply	Reply All	Forward Respond	🖳 Met
> SILVERIAM@middlesex.mass.edu				Search Service Desk (Ctrl+E)			
Service Desk							We did

