

Access to Shared Mailbox

1) Users needing access to a shared mailbox must be granted permission on the back end. A supervisor would need to send an email requesting access to that shared mailbox for that individual. The email can be sent to any of the techs or to helpdesk@nl.edu. After the request has been sent and the changes have been made, follow these steps:

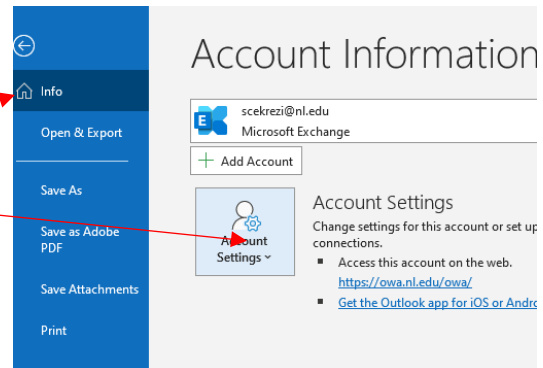
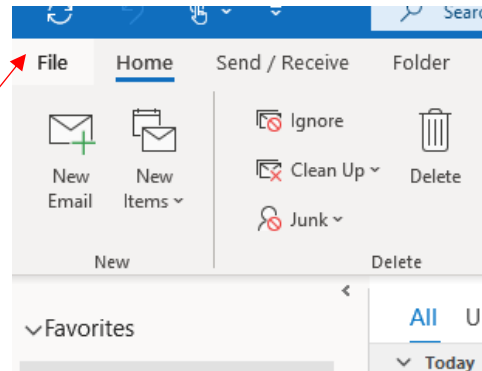
2) Launch "Microsoft Outlook"

3) Select the "File" tab

4) Select "Info" and "Account Settings"

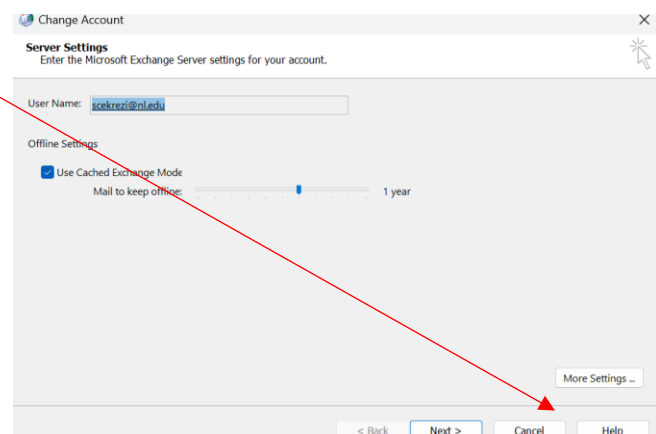
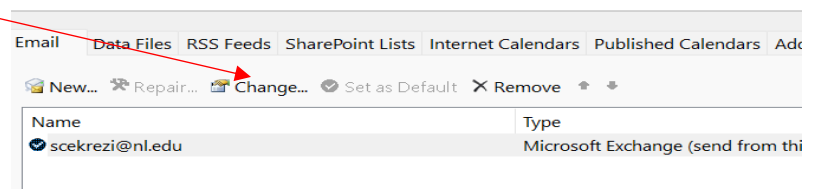
5) In "Account Settings", select your current mailbox and click "Change"

6) Select "More Settings"



Email Accounts

You can add or remove an account. You can select an account and change its settings.



7) Select the "**Advanced**" tab

8) In the "**Add mailbox**" field, type names, or browse for mailboxes

9) Type the desired email address, Click apply, then close and reopen outlook

10) Launch "**Outlook**"

11) Select your new mailbox in the mail pane to populate it with your messages

