How-Tos for Shared Mailboxes using Outlook Desktop Client

Open a shared calendar associated with a shared mailbox

If you have permissions to a shared mailbox, the shared calendar associated with the shared mailbox is automatically added to your My Calendars list.

1. In Outlook, choose Calendar.
2. In the Folder pane, under My Calendars, select the shared calendar.

Open a shared contact list associated with a shared mailbox

If you have permissions to a shared mailbox, the shared contact list associated with the shared mailbox is automatically added to your My Contacts list.

1. In Outlook, choose People.
2. Under My Contacts, choose the contacts folder for the shared contacts list.

Sending messages from a Shared Mailbox.

1. Compose a new email. If the From field is not already visible (above the To: field) select Options > From within the new email window.

Fig 1   Select   E-mail   i   rom field in Outlook.

2. Select the From field > Other Email Address   When Prompted enter the email address of the shared mailbox and select OK. When the From field is selected this should now di