## <u>How-Tos for Shared Mailboxes using</u> <u>Outlook Desktop Client</u>

## 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.

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FILE	HOME	SEND / RECEIVE		FOLDER	VIEW		
New Appointme	New ent Meeting	New Items -	New Lync Meeting	Today	N døys	Say	Wor
Calendar Adam@Contoso.OnMicrosoft.com							
Calendar - Sales Shared Mailhox Skybigh							
М	lail Ca	alend	ar Pe	ople	Task	s ·	••

## 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 fieldois/selected this should or whether the should of t