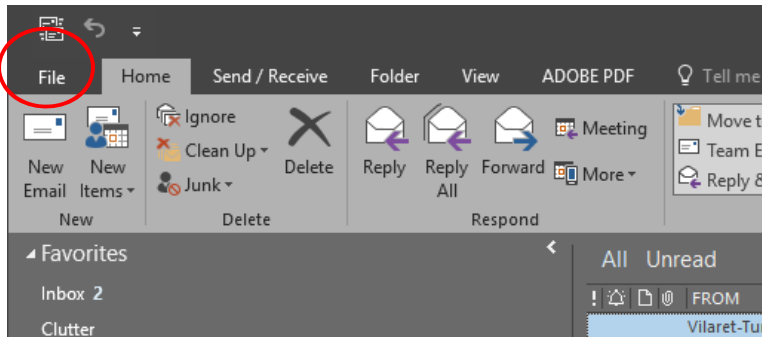


Setting up a Shared Mailbox in Outlook

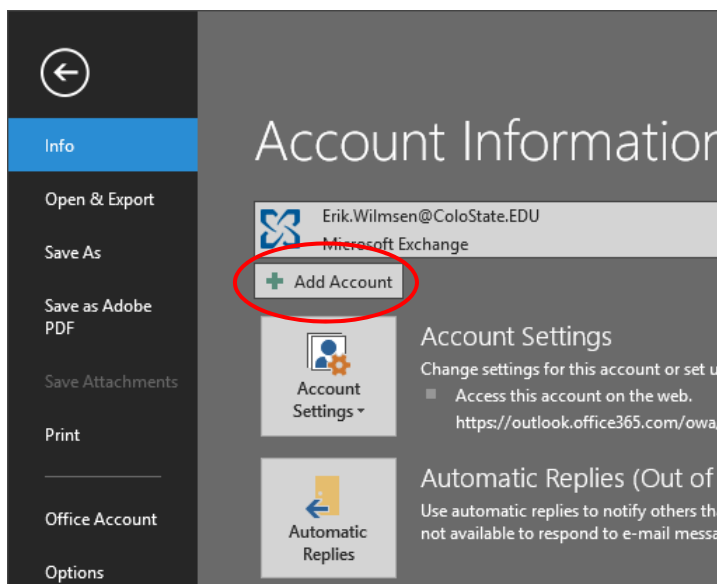
- Please read and follow instructions carefully! -

For the purposes of these instructions, we're using the example of the shared mailbox ro_va_benefits@mail.colostate.edu But the instructions apply to ALL shared mailboxes. Simply replace ro_va_benefits@mail.colostate.edu with the email address of shared mailbox you are setting up.

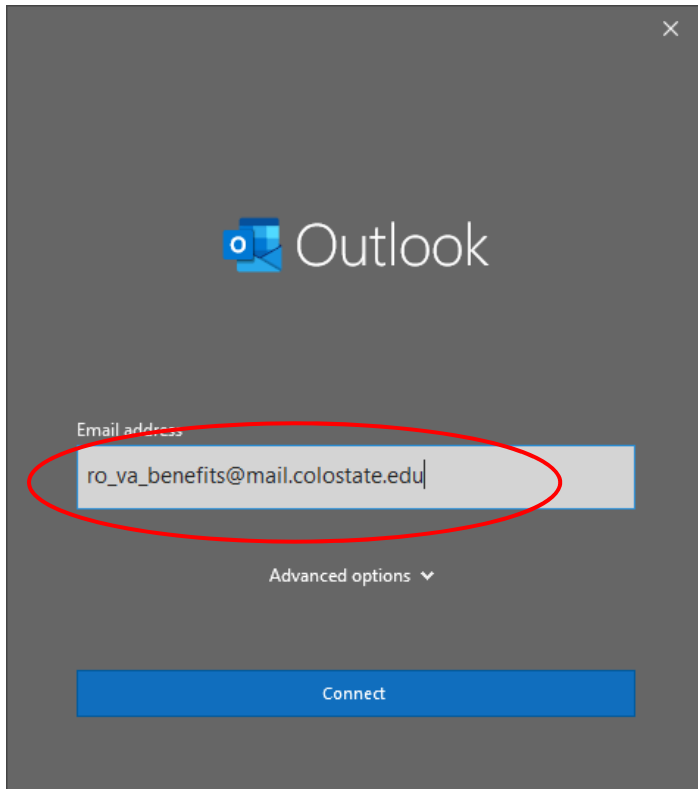
1. Open Outlook and click on the "File" tab



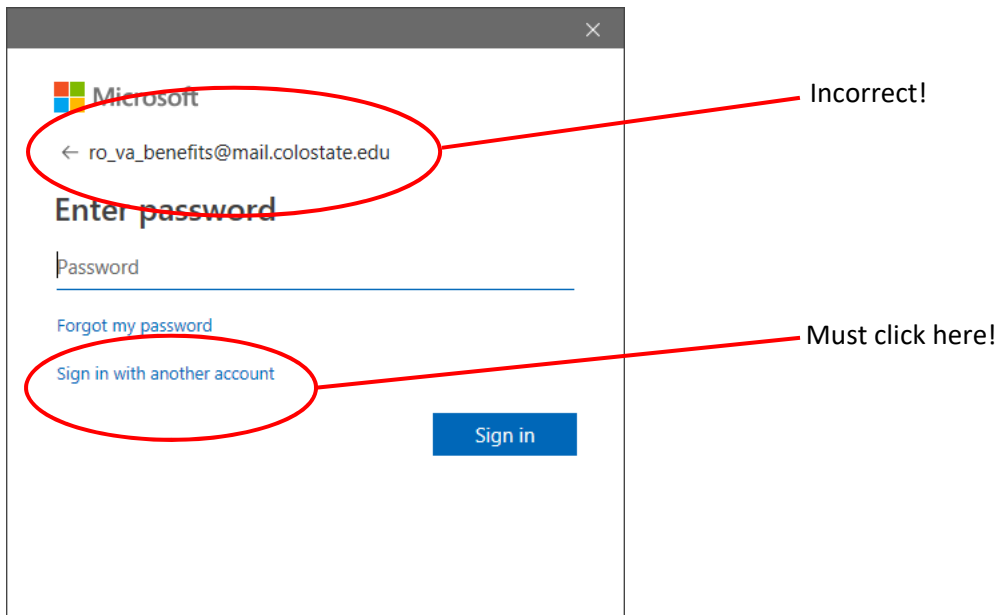
2. Click on "Add Account"



- The following screen will ask for the email address and usually pre-populate the information of the person logged in. Delete anything that is pre-populated and enter the full email address of the shared mailbox. Then click "Connect"



- Outlook will popup a login box. It will pre-populate with email address of the account you're adding. This is incorrect and must be changed. Click on "Sign in with another account"

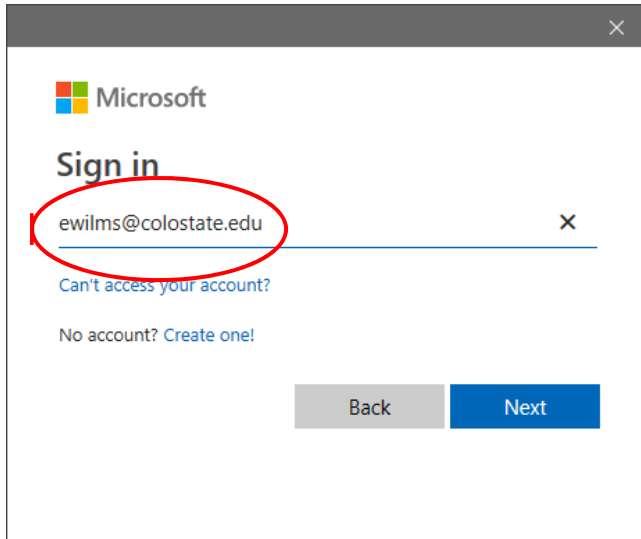


5. Delete the pre-populated information and replace it with your office365 account in the form of your **eid@colostate.edu**. For instance if your eid is jsmith you would enter as shown below

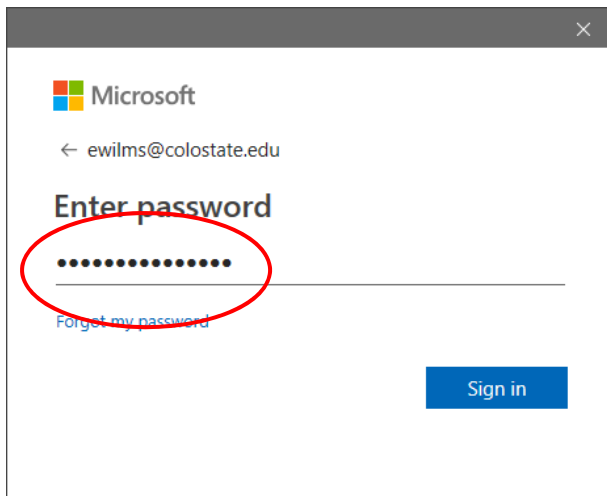
jsmith@colostate.edu
Please note, this **NOT** your email address

IMPORTANT!!

6. Click "Next"



7. Enter your password and click "Sign in"



8. Click on "Done"

