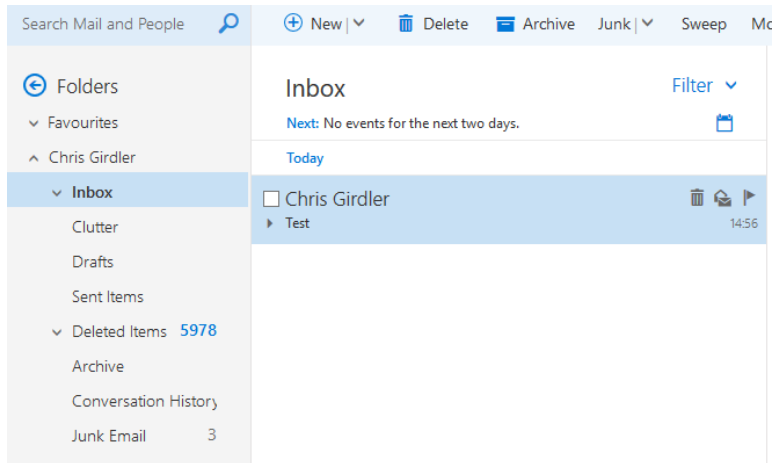


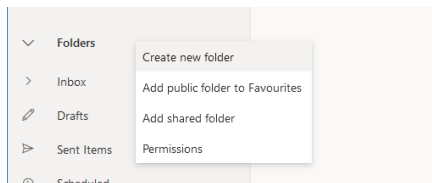
# Adding a Shared Email Account to Outlook Web App

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Log into your webmail account as normal



Right click on Folders in the left hand navigation bar



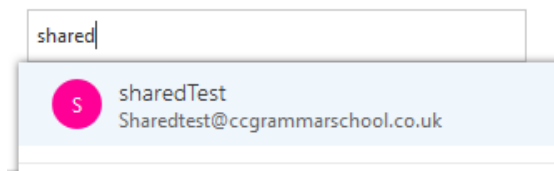
Choose Add shared folder

Start typing the shared email address and the name should autocomplete.

Choose name and click Add

## Add shared folder

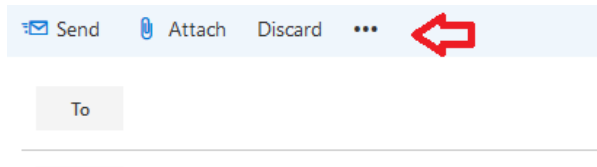
Enter the name or email address of a user who has shared folders with you.



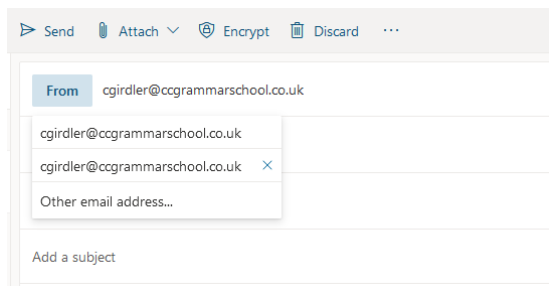
The Shared account will then appear in your list of folders

## To send mail from shared account:

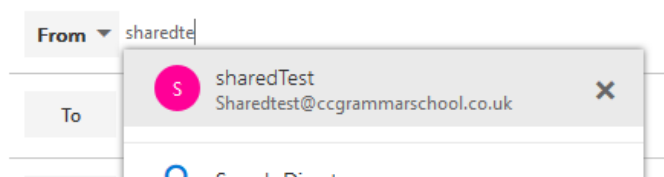
Click New to compose an email in the normal way. Click the 3 dots next to the Discard button. From the resulting drop down choose Show From



Click on the From button and choose Other email address



You can then start typing the name of the shared account in the From field, and click the name once it autocompletes



Finish composing your email and click send as normal.

This process is only necessary the first time you send an email from the shared account. For future emails, the shared email address will be in the drop down list on the From button shown in the screenshot before last.