1. You can open a shared mailbox in Outlook 2010 by opening the application, clicking on the “File” menu option in the upper left corner of the window, and making sure the “Info” option is selected in the left side navigation pane. On the “Account Information” screen click on the “Account Settings” button and select “Account Settings…” from the drop-down menu.

2. On the “Account Settings” screen click on your Furman e-mail account to select it, and click the “Change” button to open up the settings for your account.

![Change Account: Server Settings window](image1)

4. On the “Microsoft Exchange” window that appears click on the “Advanced” tab, and then click the “Add…” button to connect to your shared mailbox.

![Microsoft Exchange window with Advanced tab](image2)
5. On the “Add Mailbox” window type in the name of your shared mailbox in the “Add mailbox:” field and click the “OK” button.

![Add Mailbox Window](image1.png)

6. On the “Microsoft Exchange” window click the “OK” button to finalize adding the mailbox to your account.

**NOTE:** You can add more than one mailbox at a time by simply repeating steps four and five until you have all of your mailboxes added to your account.

![Microsoft Exchange Window](image2.png)
8. You will still have the “Change Account: Server Settings” window open in the background from step three. Click the “Next >” button navigate to the last screen and then click the “Finish” button to finalize your changes. If you still have the “Account Settings click the “Close” button.

9. You should now see the shared mailbox in the Outlook application directly below your account. For this example we connected to the “Classifieds” shared mailbox.