If someone has shared email folders with you (either from their own mailbox or a generic/shared mailbox), please follow these instructions for accessing the folder(s).

### Accessing Shared Email Folders

The easiest way to view shared folders is to have the folders displayed in the Navigation Pane.

From the **File** tab, select **Info**

Click on **Account Settings**.

In the list, highlight "Microsoft Exchange" and then click on **Change**.
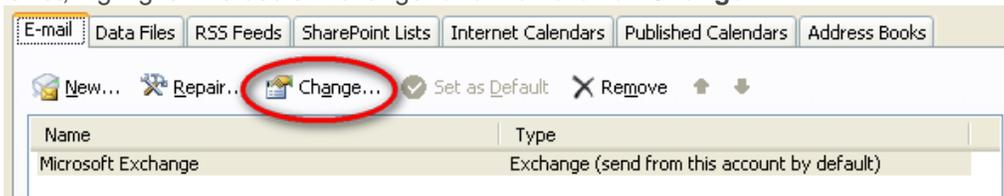


Click **More Settings**.

Click the **Advanced** tab.

Click **Add**.

Type in the name of the mailbox (e.g. John Doe) which has been shared with you.

Click on **OK**.

The mailbox name will now appear in the **Open these additional mailboxes** list:
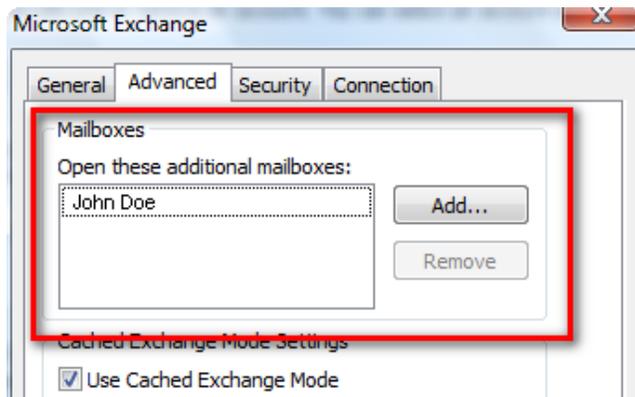


Click on **OK**.

Click on **Next.**

Click on **Finish**.

Click on **Close**.


The Shared mailbox will appear in your Navigation Pane AFTER all of your folders.