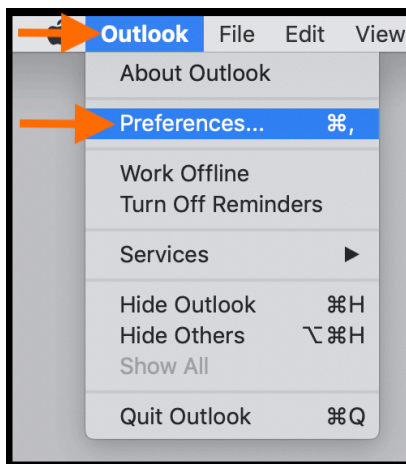
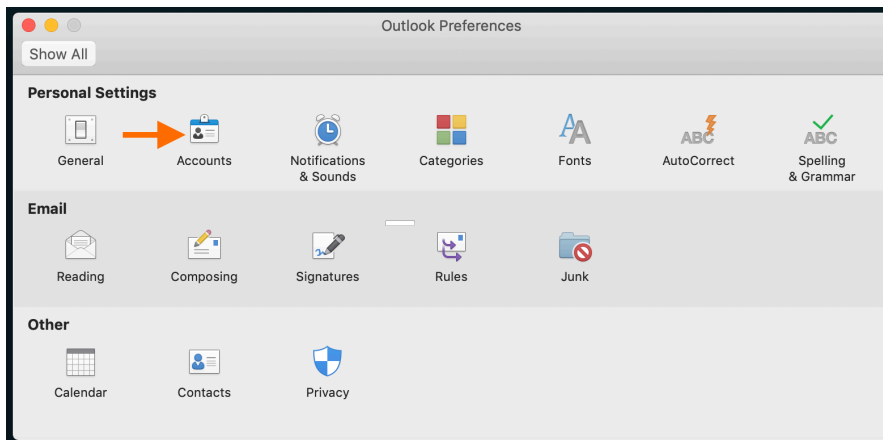


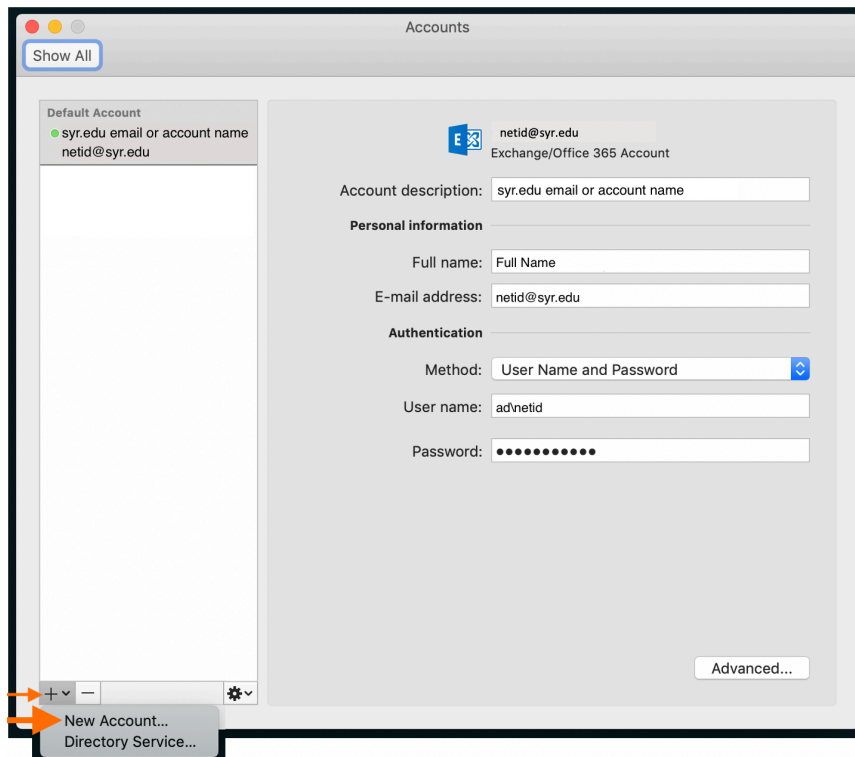
Adding Shared Mailbox to Outlook for Mac



- 1.OPEN: Outlook
- 2.SELECT: Outlook (from main top menu)
- 3.SELECT: Preferences

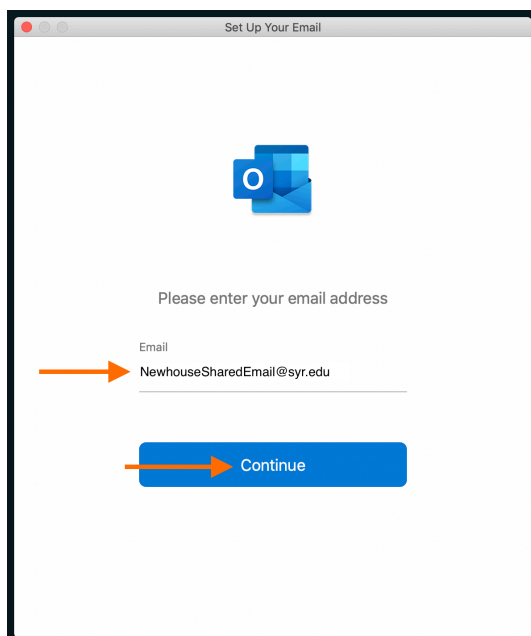


- 4.SELECT: Account



5.SELECT: +

6.SELECT: New Account



7.ENTER: Email Address of Shared Email Account

8.SELECT: Continue

Set Up Your Email

Not Exchange?

Exchange

Method
Username and Password

Email Address
NewhouseSharedEmail@syr.edu

DOMAIN\username or Email
netid@syr.edu

Password
.....

☐ Show Password

Server (optional)

Add Account

Need Help? [Contact support](#)

9. ENTER CREDENTIALS

METHOD: No Action. Defaults to Username and Password

EMAIL: No Action. Shared Email Address will auto-populate

ENTER DOMAIN\USERNAME or EMAIL: ad\netid or netid@syr.edu

ENTER: Password (your syr.edu email password)

SERVER: No Action. Server field remains blank

SELECT: Add Account

10. SELECT: Done