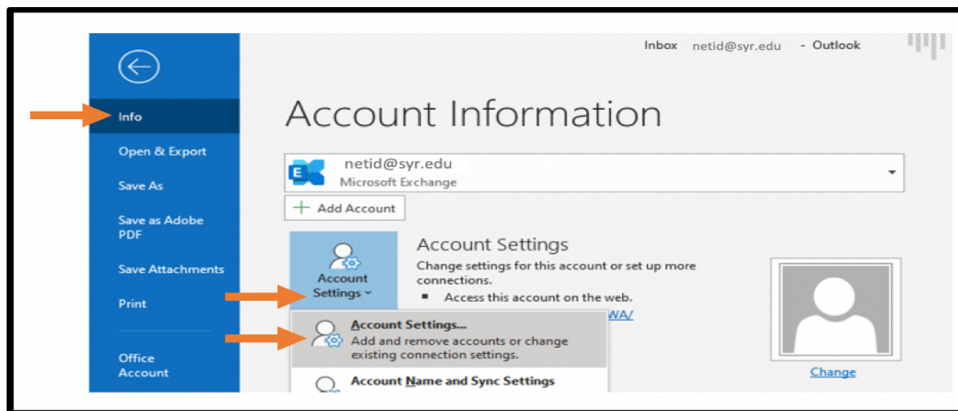


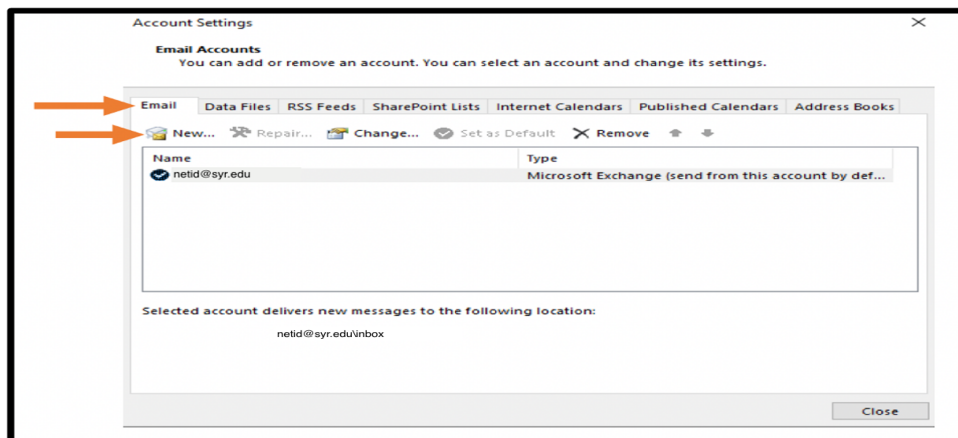
Adding Shared Mailbox to Outlook for Windows



1.SELECT: File

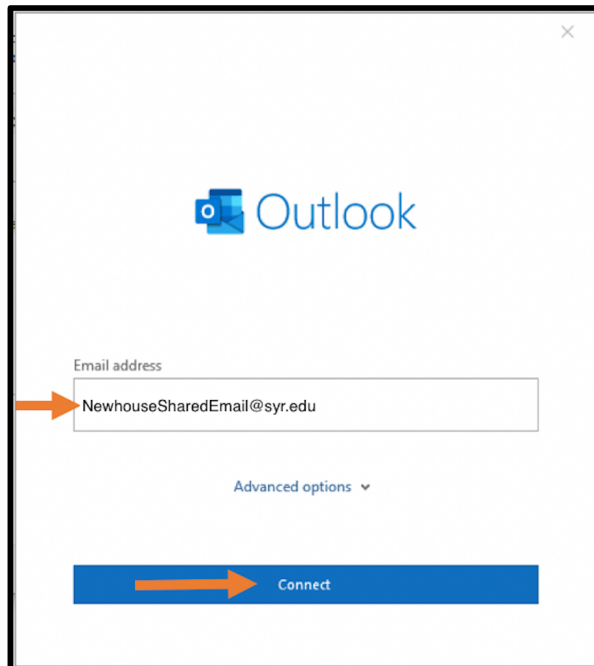
2.SELECT: Info

3.SELECT: Account Settings and Account Settings, again



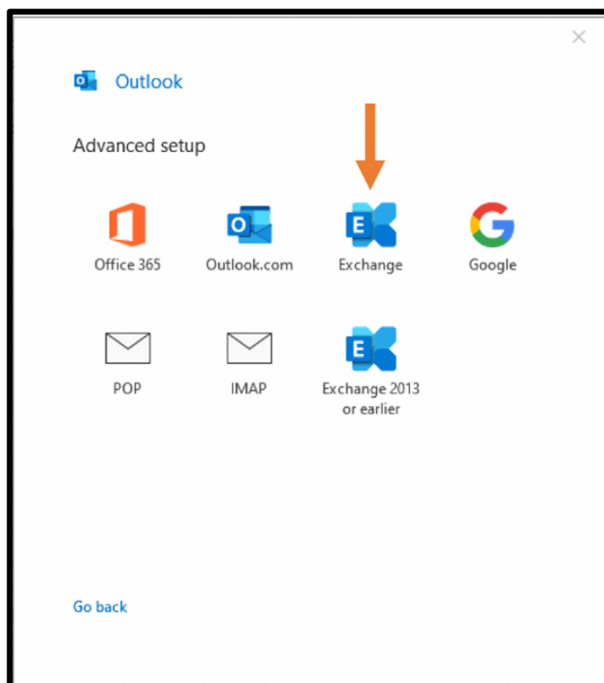
4.SELECT: Email

5.SELECT: New

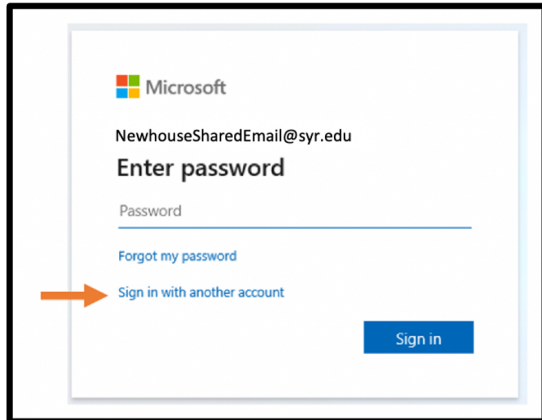


6. ENTER: Shared Email Address

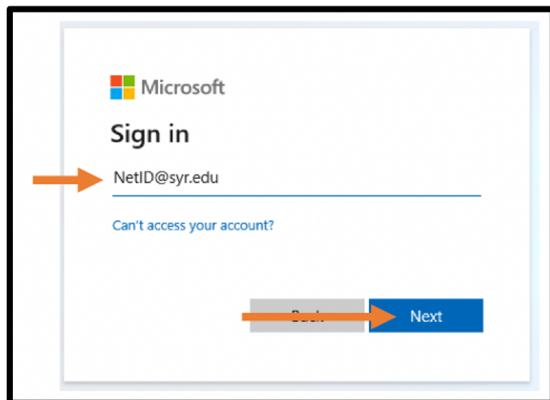
7. SELECT: Connect



8. SELECT: Exchange



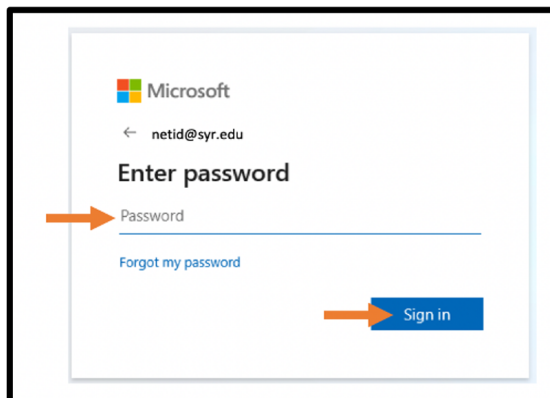
9.SELECT: Sign in with another account



10.DELETE: Remove Shared Email Address

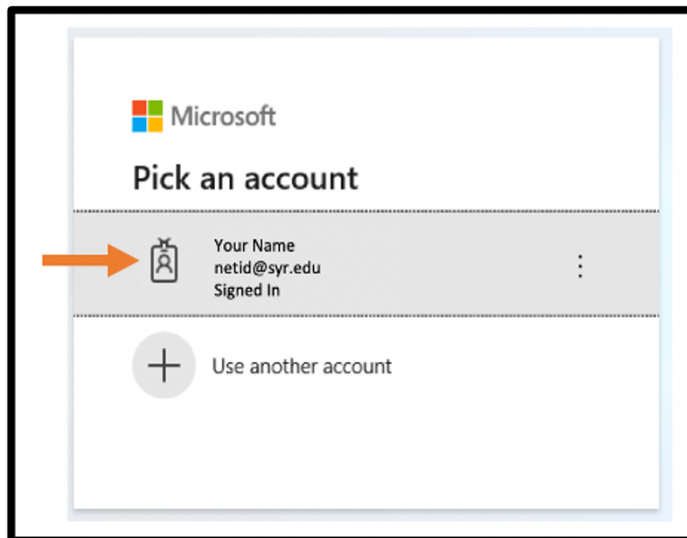
11.ENTER: Your netid@syr.edu

12.SELECT: Next

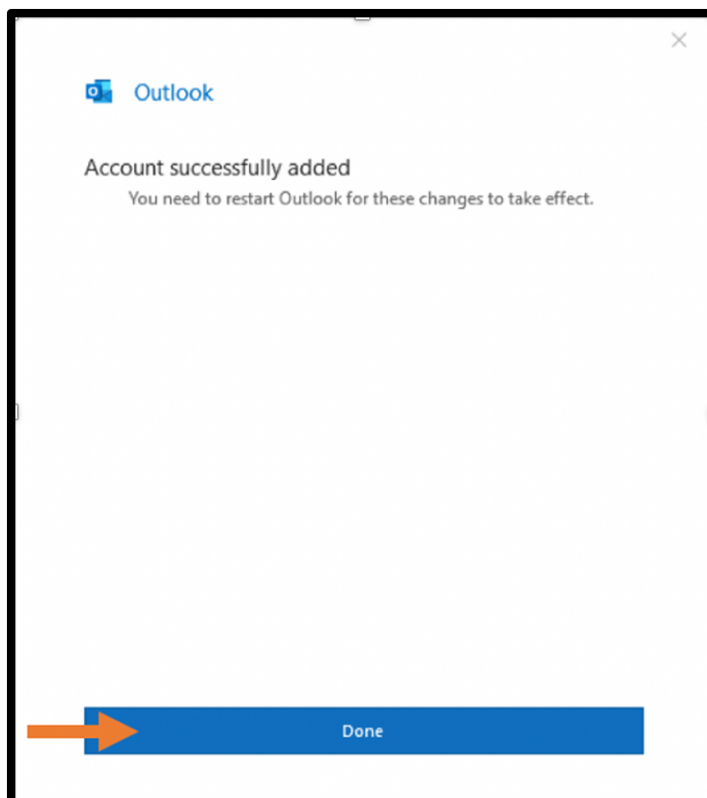


13.ENTER: Your password

14.SELECT: Sign in



15.SELECT: Your account from "picked an account" screen



16.SELECT: Done