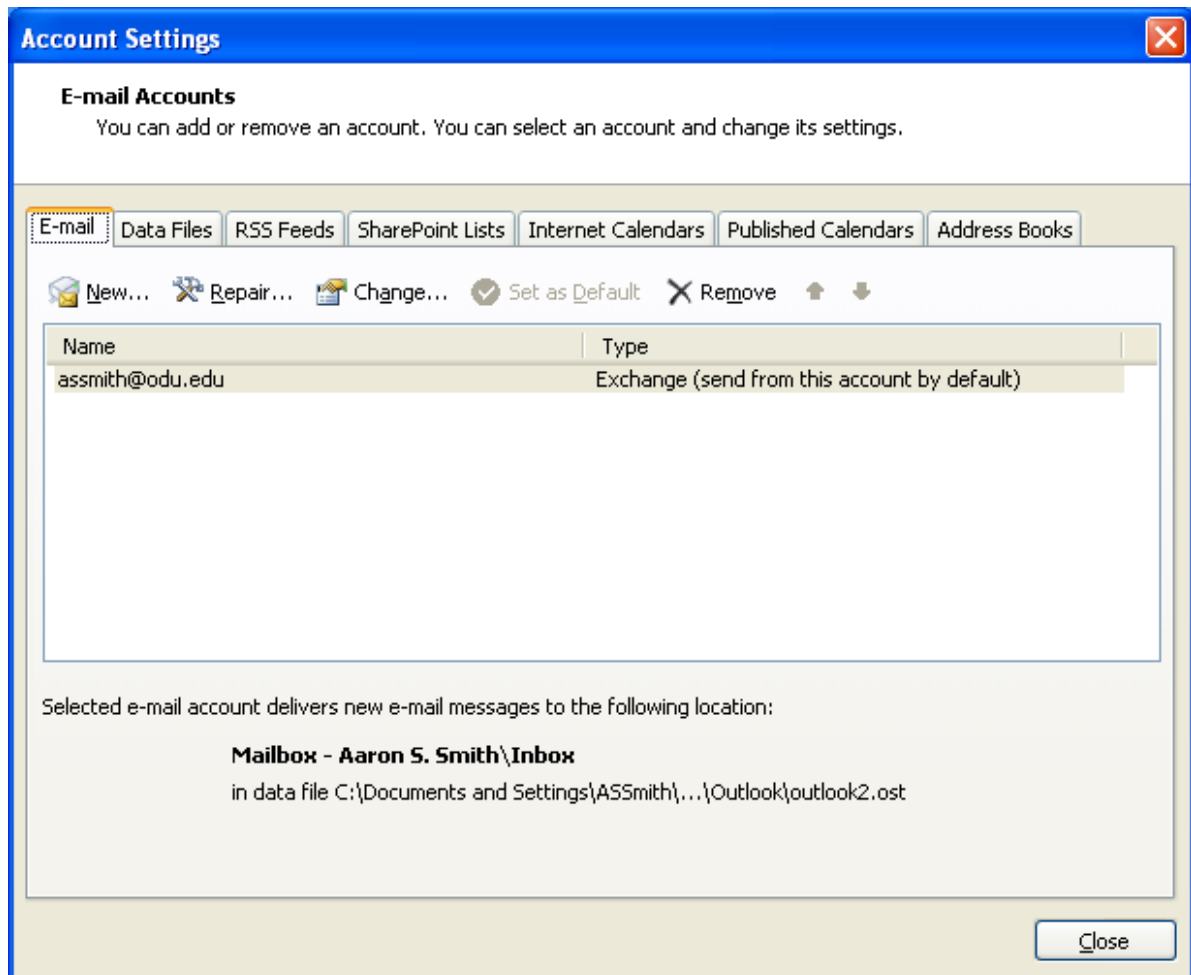
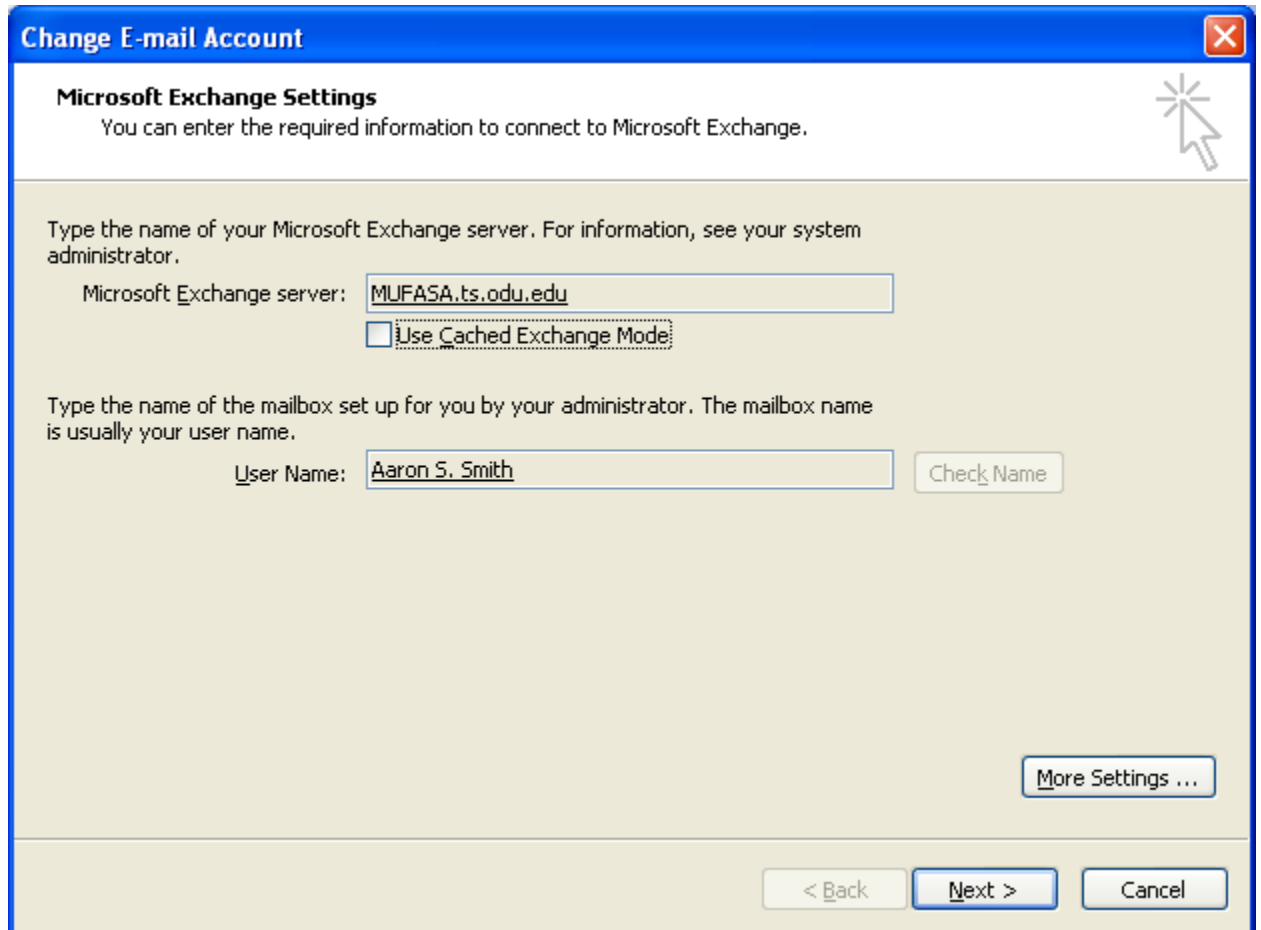


Accessing a Shared Mailbox Using Outlook 2007

1. In Outlook 2007, select the **Tools** menu and then **Account Settings...**
2. Highlight your Exchange account and click the **Change...** toolbar button.



3. Click the **More Settings...** button.



Change E-mail Account ✕

Microsoft Exchange Settings ✱
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

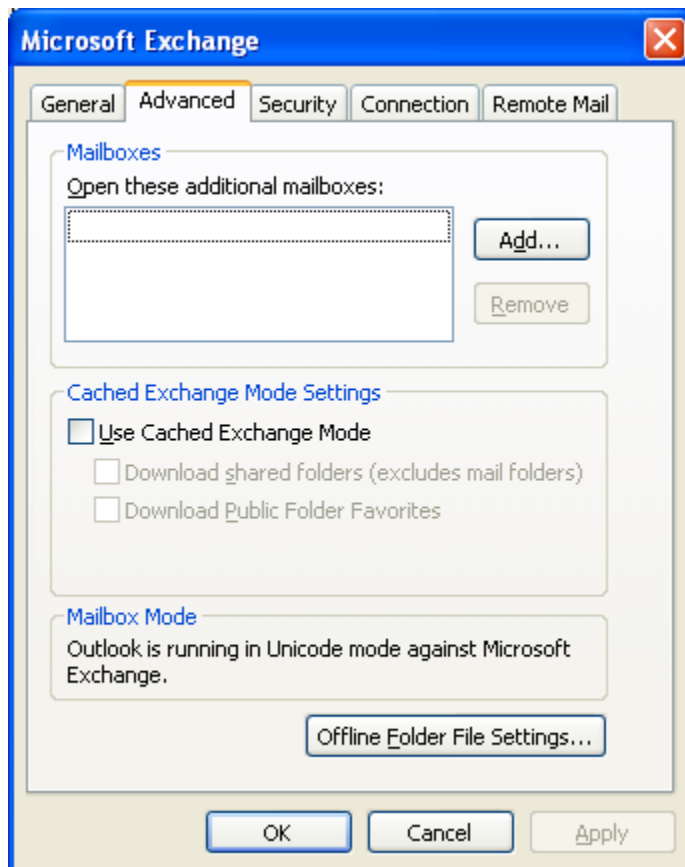
Microsoft Exchange server:

Use Cached Exchange Mode

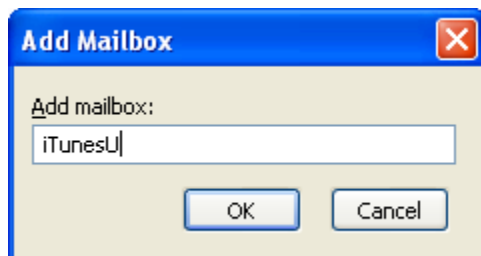
Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

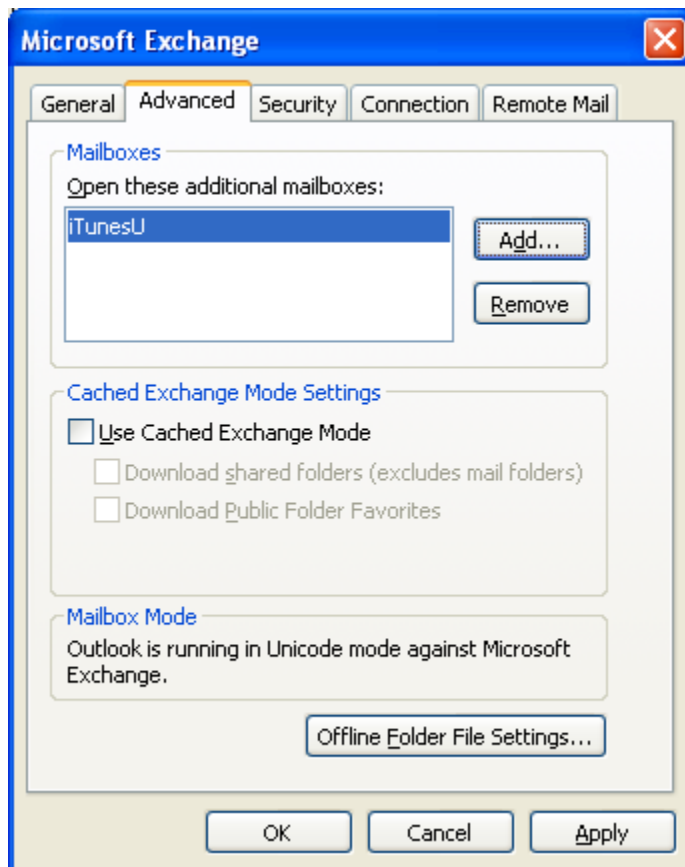
4. Select the **Advanced** tab and click the **Add...** button.



5. Type in the name of the shared mailbox and click **OK**. In this example, we are adding a shared mailbox named **iTunesU**. You will enter the name of the mailbox that you want to access. Click **OK** again to close the Exchange server window.

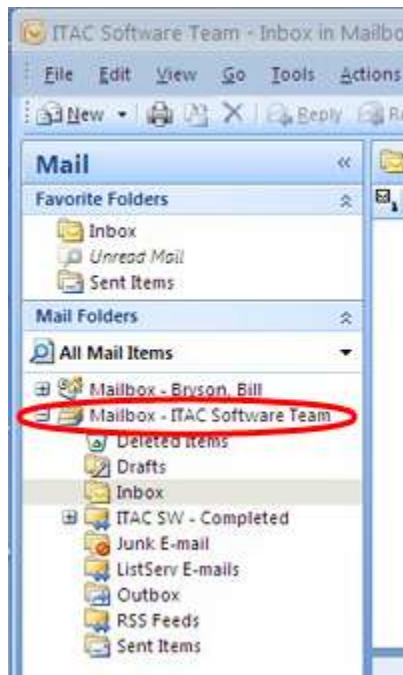


- You will be returned to the More Settings window, click OK.



- Click **Next** and then click **Finish**
- Click the **Finish** button.
- Click the **Close** button to close the Account Settings window.

10. After a short period of time the shared mailbox will appear in the mail folder list on the left side.

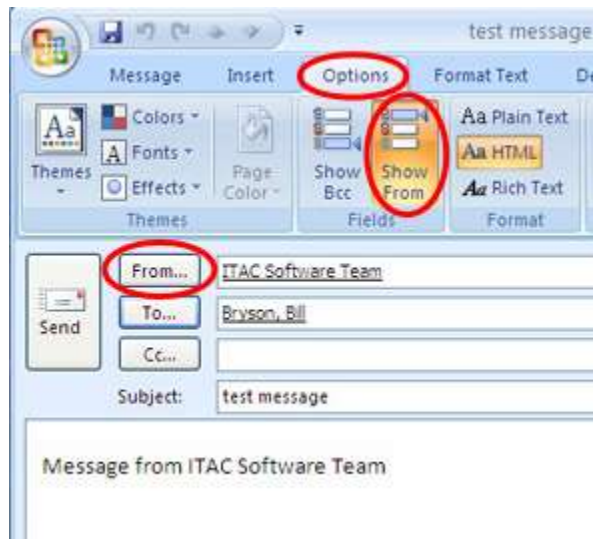


11. If the shared mailbox does not show up properly, quit Outlook 2007 and restart your computer (or log out of Windows and log back in).

Sending a message as the shared account

You will be able to send and receive mail messages using the shared mailbox as you would your own mail messages. However, when creating a brand new message, be sure to specify the shared mailbox account as the sender on the **From:** line:

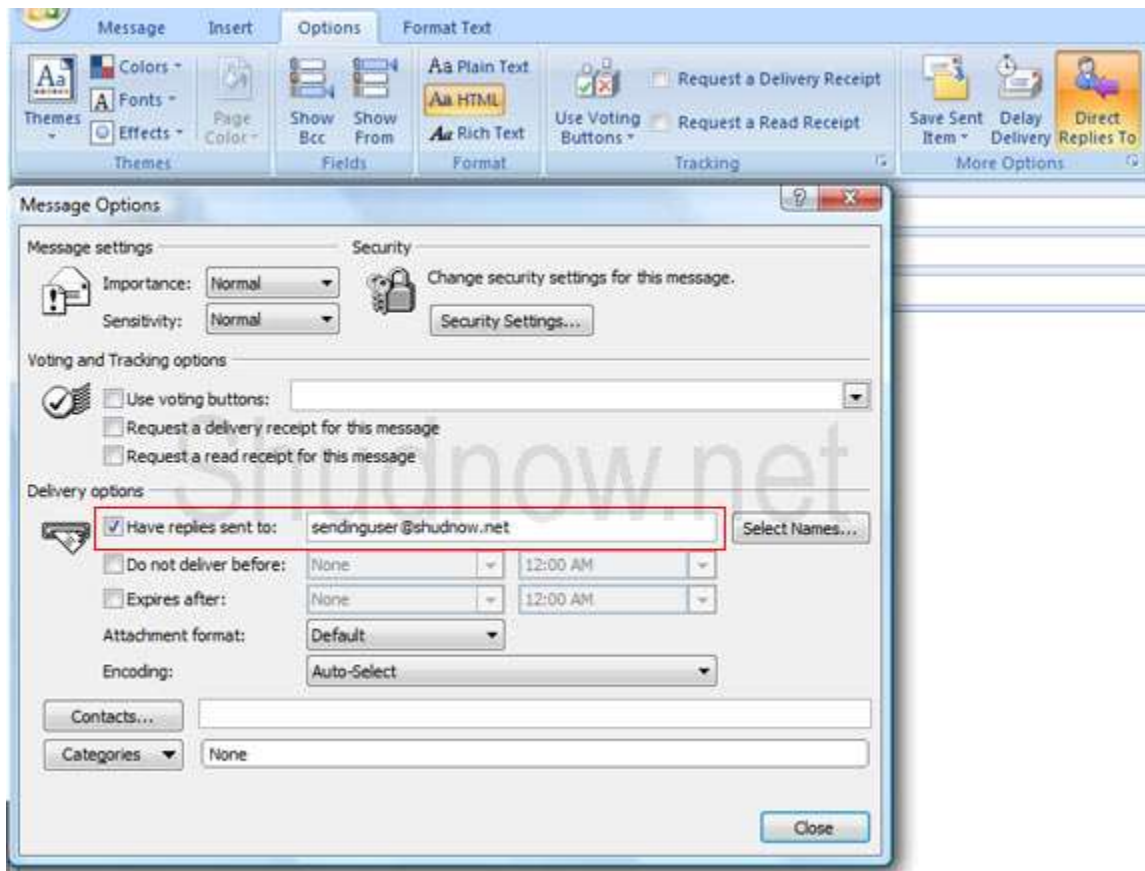
1. Click the **New** toolbar button to create a new message.
2. Select the **Options** tab and select the **Show From** button.
3. In the **From:** field of the new message, type in the name of shared mailbox and press tab.
4. Proceed as normal.



Replies

To have replies to the email be directed to an alternate email address:

- 1) Open a new email
- 2) Click on the options tab
- 3) Click on “Direct Replies To:
- 4) Either type in an alternate email address for replies to be redirected to, or click on the “Select Names” button and choose the account you want from the address book.



Removing a shared mailbox

If you have previously connected to shared mailbox and no longer want to see it:

1. In Outlook 2007, select the **Tools** menu and then **Email Accounts...**
2. Select your Exchange account in the list and click the **Change...** button.
3. Click the **More Settings...** button.
4. Select the **Advanced** tab.
5. Select the shared mailbox in the list.
6. Click the **Remove** button and click OK.

