



FLORIDA ATLANTIC UNIVERSITY

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## Adding Shared Mailbox to Outlook.com

Christine Clevenger - 2020-03-16 - Email and Collaboration

Some departments have shared mailboxes that are accessed by multiple team members. In order to access these mailboxes remotely, please go to [Outlook.fau.edu](https://outlook.fau.edu) and follow the directions included in the video below.

<https://support.office.com/en-us/article/add-a-shared-mailbox-to-outlook-on-the-web-98b5a90d-4e38-415d-a030-f09a4cd28207>