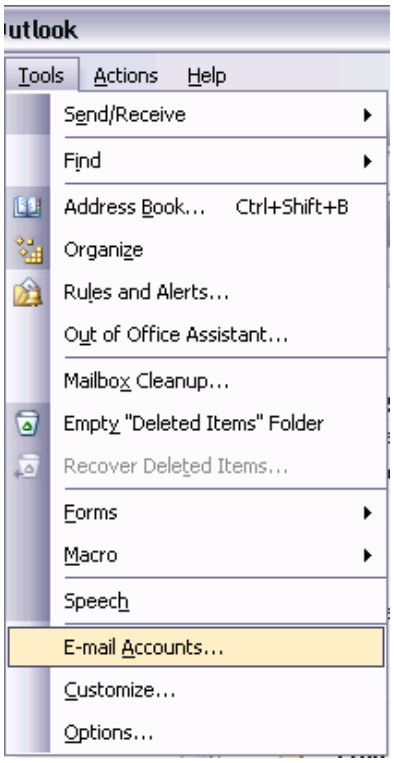
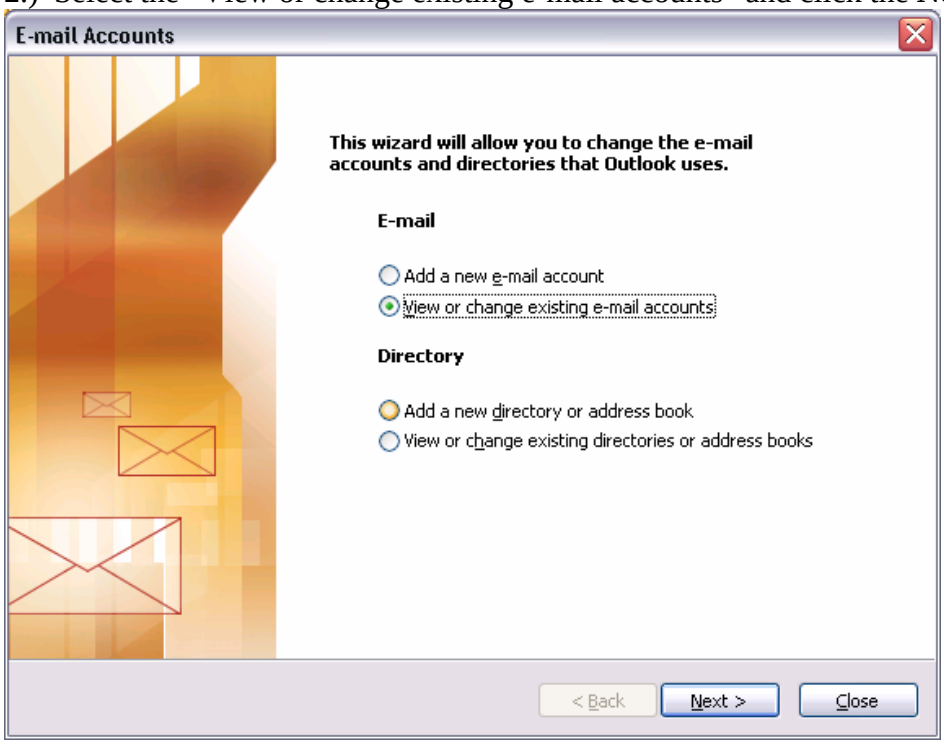
Accessing Shared Accounts

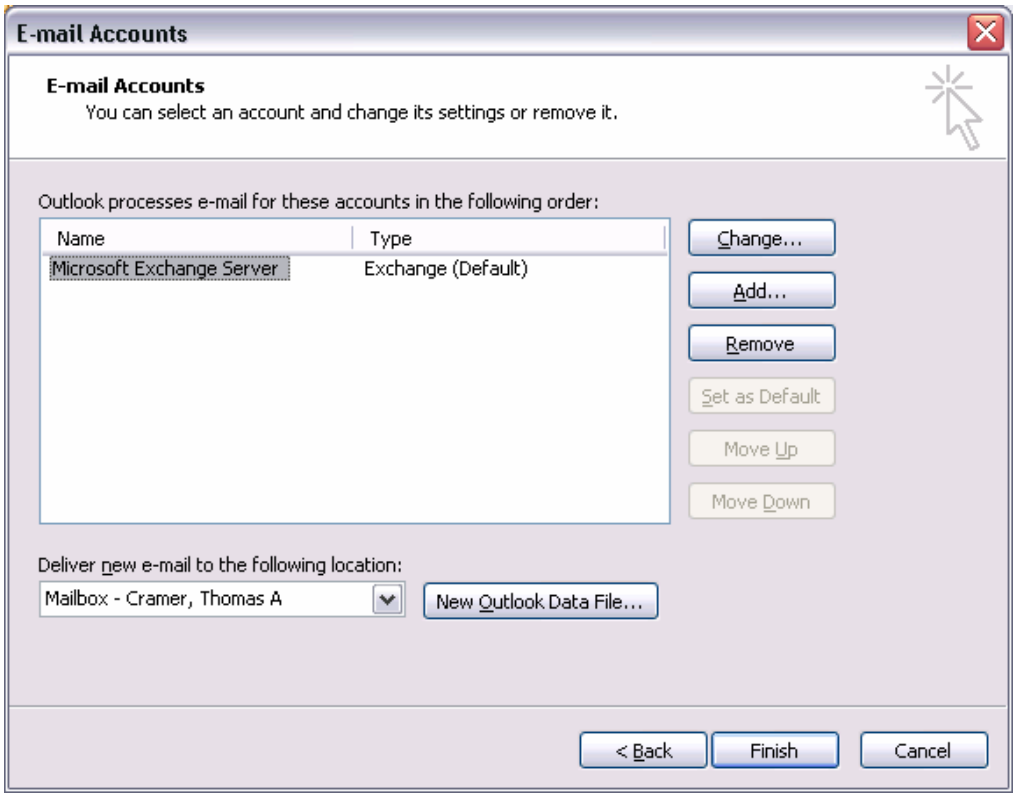
1.) Go to **Tools -> Email Accounts** with in Outlook.



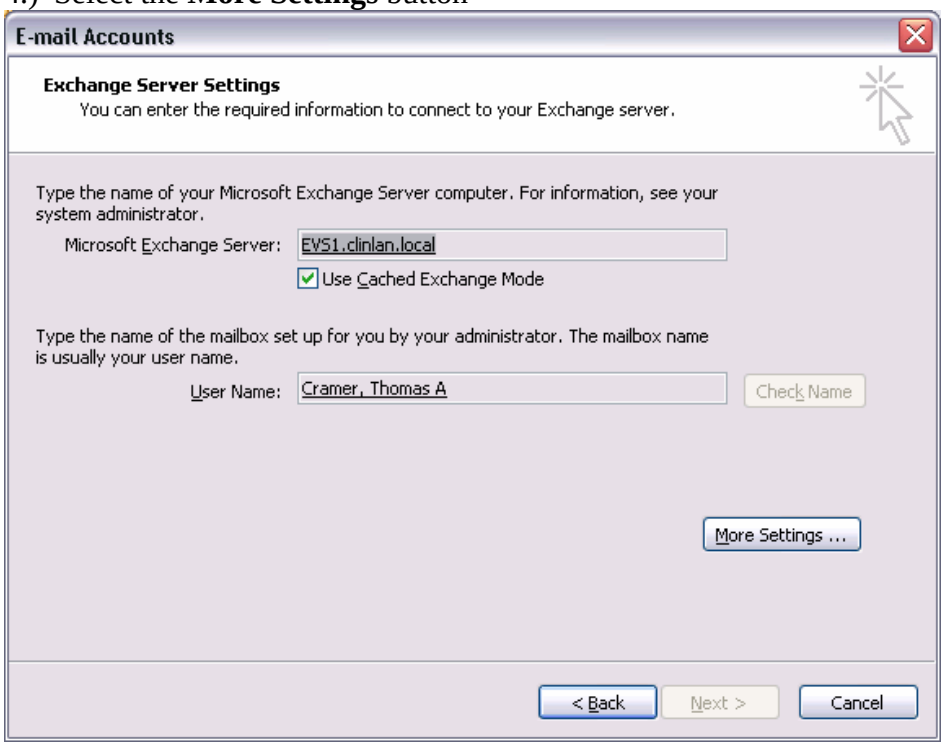
2.) Select the "View or change existing e-mail accounts" and click the **Next** button.



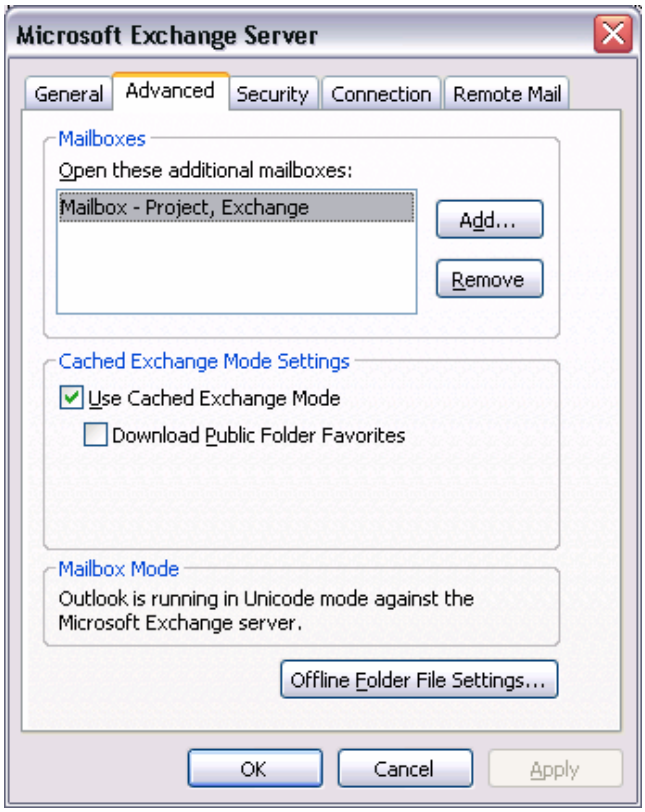
3.) Select the “Microsoft Exchange Server” account and click the **Change** button.



4.) Select the **More Settings** button



5.) On the **Advanced** tab, click the **Add** button and add the user.



6.) Click the **OK** button which now takes you to the previous window. Click the **Next** button and then the **Finish** button.