

SHAREDMAIL BOX - ADD OR REMOVE MEMBER

The instructions that follow allow an owner of a shared outlook mailbox to add or remove people and set access level using Outlook 2016.

Note: The Mailbox must be initially setup by the IT Administrator.

1 ADD MEMBER

1. Open **Outlook** and locate the Shared Mailbox that should be showing in the left-hand navigation menu
2. **Right click** on the name of the Mailbox
3. Click on **Data File Properties**
4. Click on **Permissions Tab**
5. Click **Add**
6. **Search** for and select persons name to add
7. Click **Add**
8. Click **OK**

The name will be added to the list of people and now you can set permissions for the newly added member by either:

9. Clicking in the **Permission Level** field and selecting from the dropdown menu, or **Manually** selecting the functions you want to assign to the member
10. Click **OK**

2 REMOVE MEMBER

1. Open **Outlook** and locate the Shared Mailbox
2. **Right click** on the name of the Mailbox
3. Click on **Data File Properties**
4. Click on **Permissions Tab**
5. Click **Remove**
6. Click **OK**