

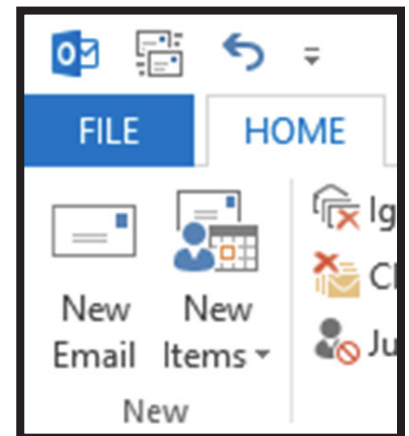


# MISSISSIPPI STATE UNIVERSITY™

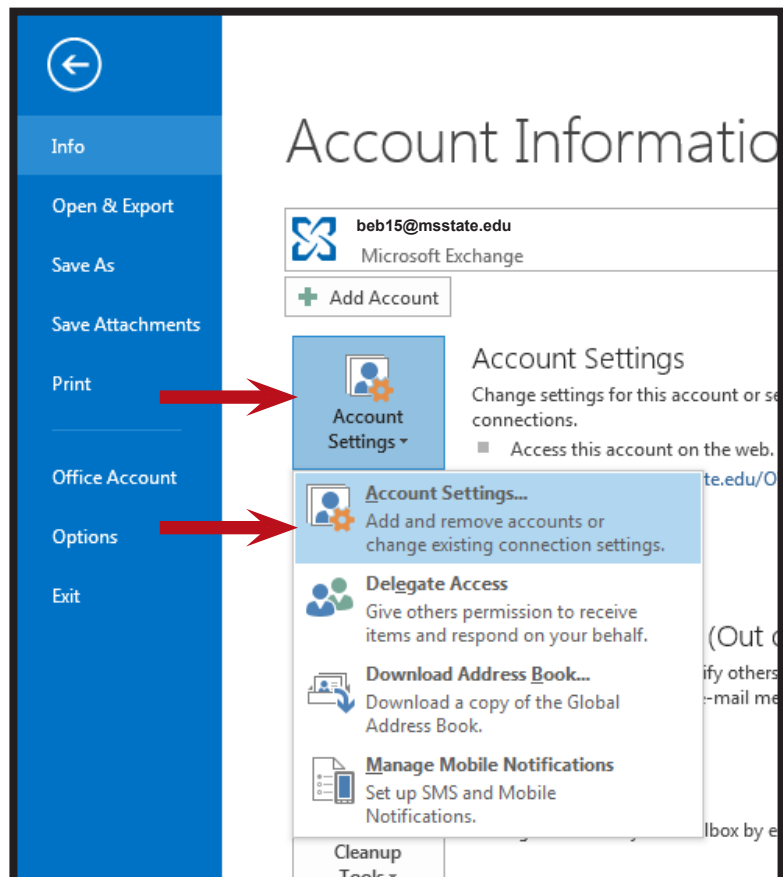
## INFORMATION TECHNOLOGY SERVICES

### Best Practices: Shared Mailbox

1. To add a shared mailbox in Outlook, select the **File** tab. This takes you to the backstage view.

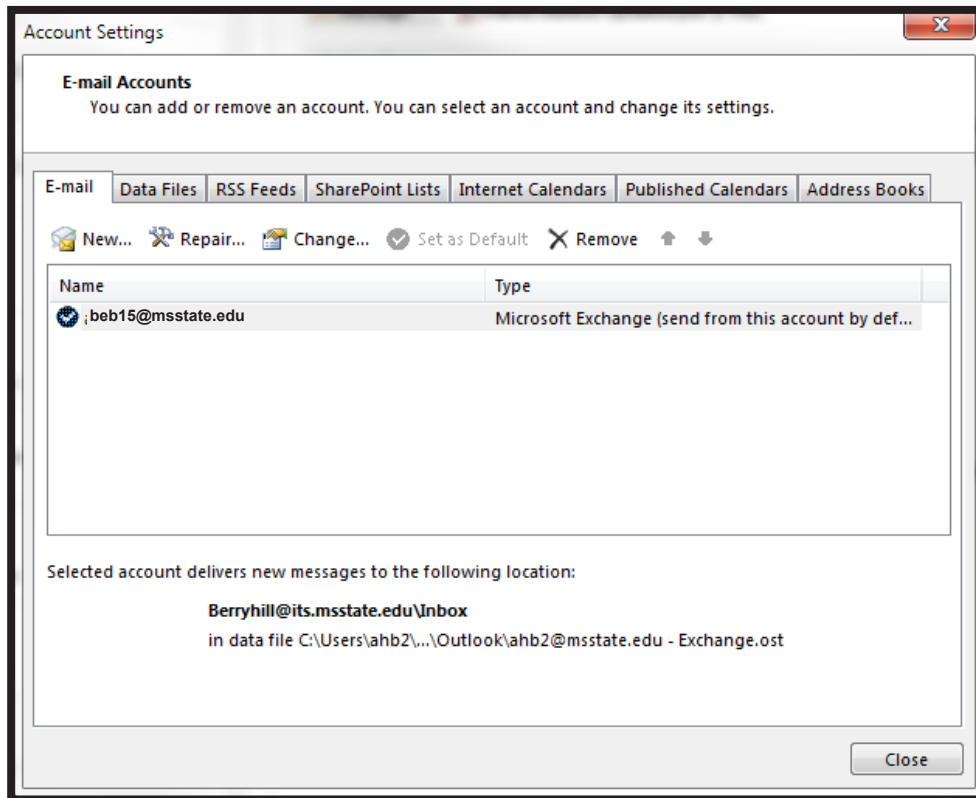


2. Click **Account Settings** and in the dropdown menu, choose **Account Settings...**

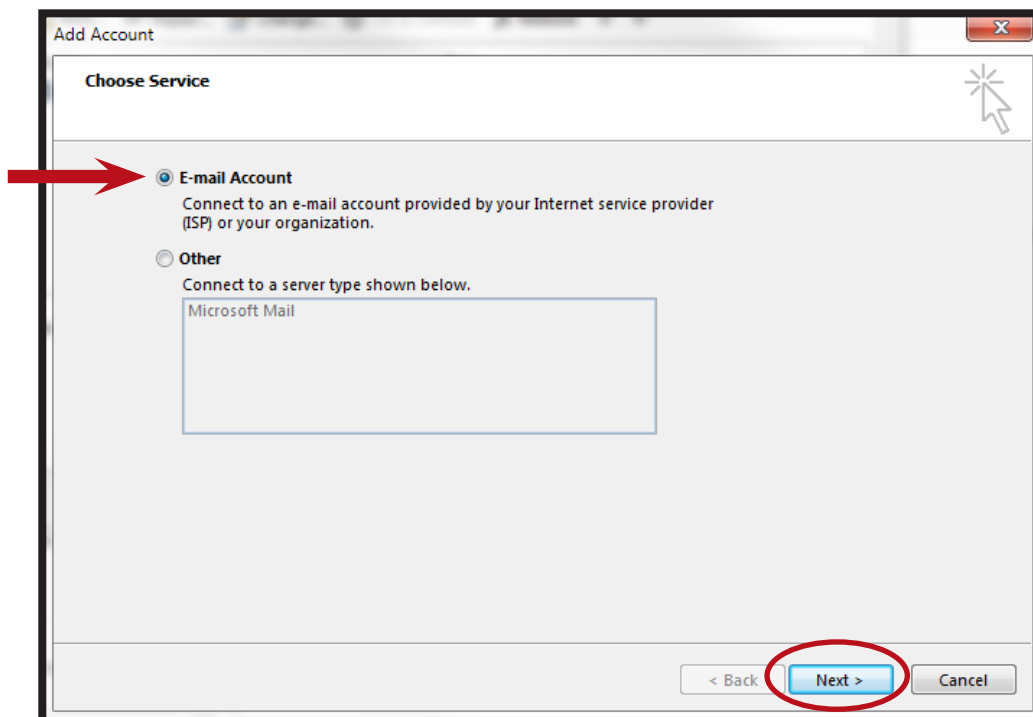




3. In the **Account Settings** window, select the **Email** tab and click **New**.



4. In the **Choose Service** window, leave the **E-Mail Account** radio button selected and click **Next**.





5. In the **Auto Account Setup** window, enter the e-mail address for the mailbox that was shared with you (@msstate.edu) and click **Next**.

**Add Account**

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:  ←  
Example: Ellen Adams

E-mail Address:  ←  
Example: ellen@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back **Next >** Cancel

**Add Account**

**Searching for your mail server settings...**

**Configuring**

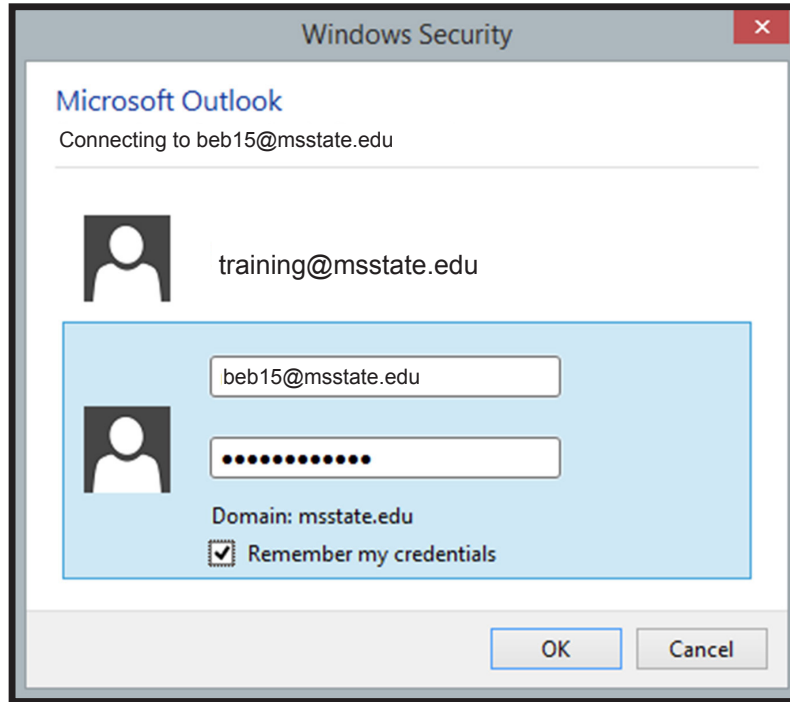
Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- **Searching for itshelpdeskfax@msstate.edu settings**  
Logging on to the mail server

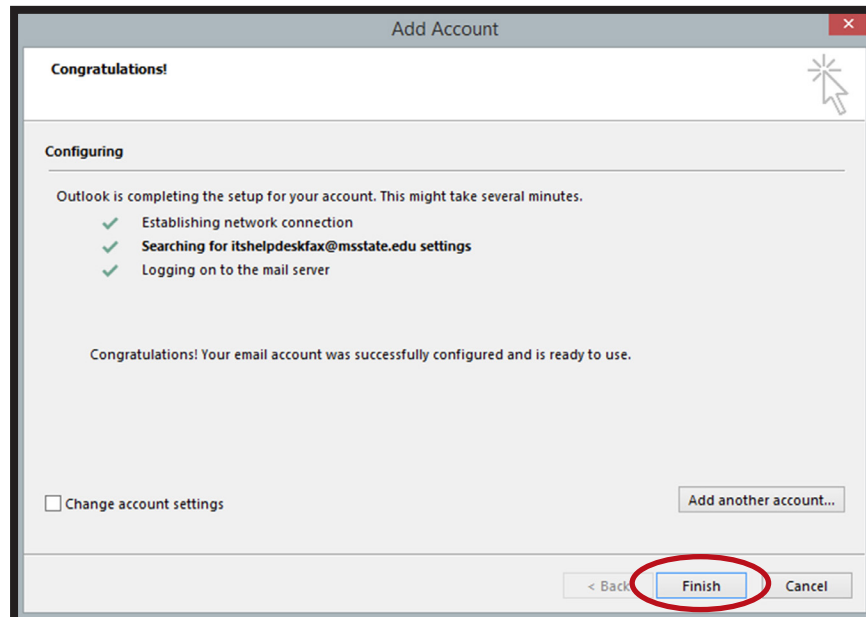
< Back Next > Cancel



7. In the **Windows Security** window, click **Use Another Account** and enter your *netid@msstate.edu* e-mail address along with your NetPassword. Click **Remember my credentials** box. Click **OK**.



8. When you see the **Congratulations!** window, click **Finish**.





9. You will need to restart Outlook in order to see the new mailbox in your folder list. Click **OK**.

