1. Open the Outlook app
2. If there is already an email account configured in Outlook, Tap the **menu icon** > then tap the **New email account icon**.
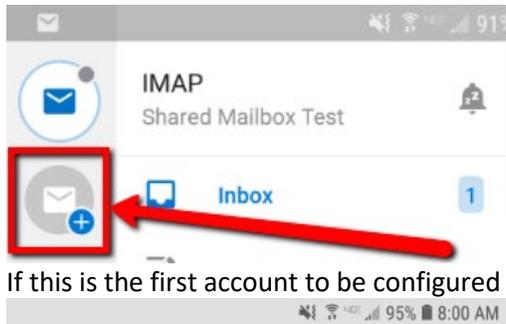
3. If this is the first account to be configured in Outlook Tap **Get Started**

4. Outlook will detect any email accounts already configured on the device. If you would like to also add them to the Outlook app tap **Add Accounts**.
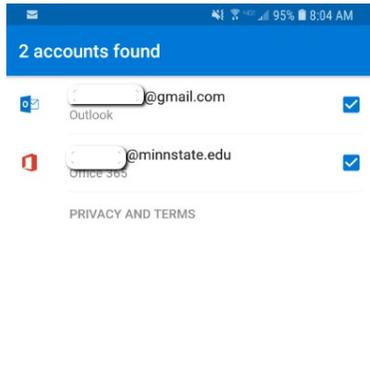
5. If you prefer not to add these accounts to Outlook, uncheck the boxes next to each account. Then tap **Skip**
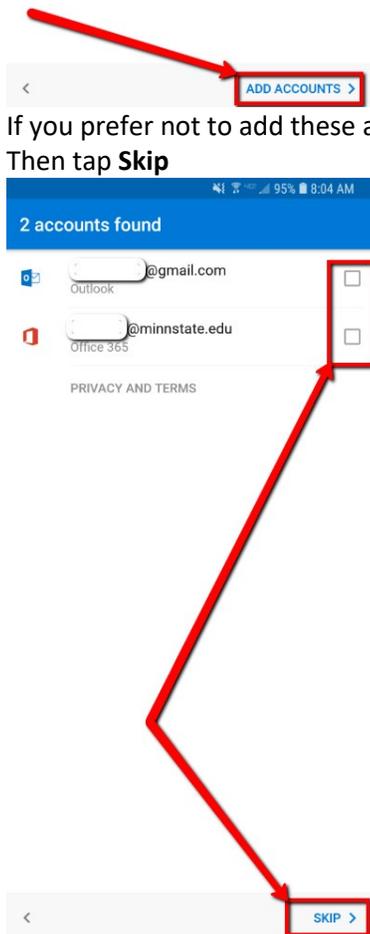
6. Enter in the email address of the Shared Mailbox that you would like to add, then tap **Continue**
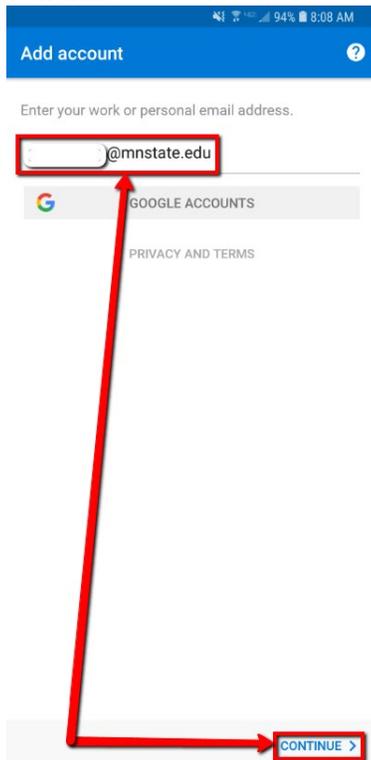
7. When prompted for a password tap the **back arrow**
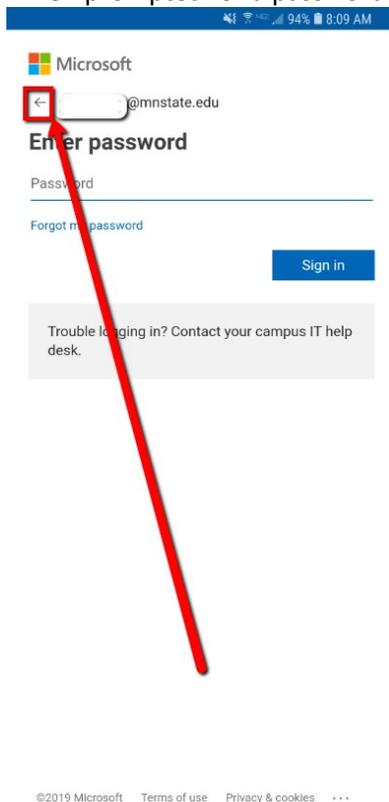
8. Tap **IMAP**
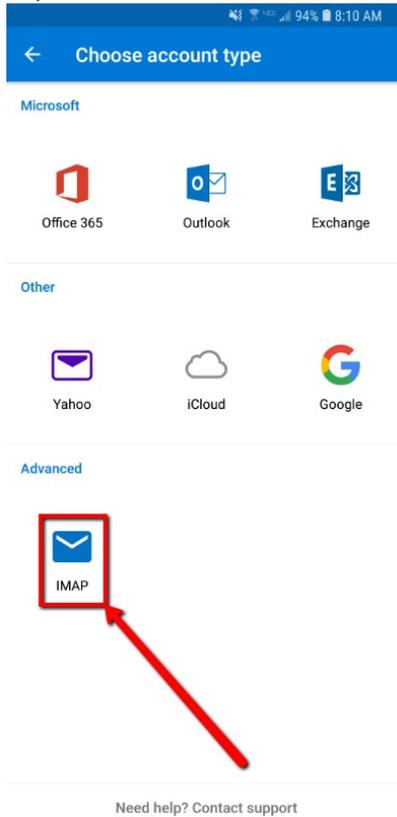
9. Tap the **Advanced Settings** slider
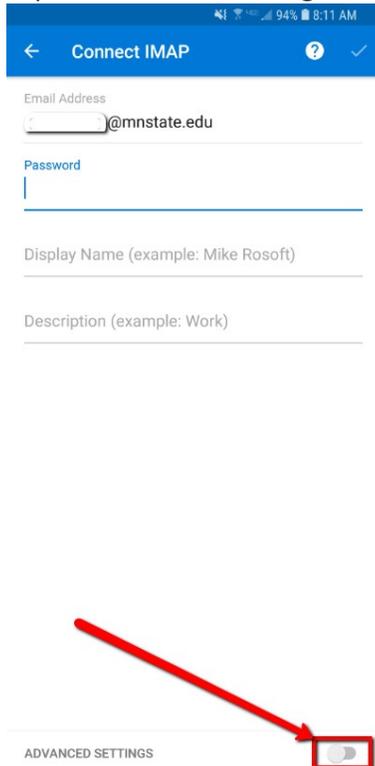
10. Enter in the following information:
   Email Address: Email Address of the Shared Mailbox
   Display Name: Name for the Shared Mailbox
   Description: Description for the Shared Mailbox

   IMAP Hostname: outlook.office365.com
   IMAP Username: <your StarID>@minnstate.edu
   IMAP Password: Your StarID password

   SMTP Hostname: smtp.office365.com:587
   SMTP Username: <your StarID>@minnstate.edu/MHD-<mailbox Name>
   SMTP Password: Your StarID password

   Tap the **check mark** to save changes

11. The shared mailbox account is added now. Tap **Continue** if you would like to add another account or tap **Skip** to get to the shared mailbox.

Additional Information
- If this is the only account you have configured in Outlook, any emails sent from the app will always be sent from the Shared Mailbox.
- If multiple accounts are configured, you will want to make sure to select the shared mailbox from the outlook menu before starting a new message. It will be a blue mail icon by default and show IMAP along with the display name you configured.
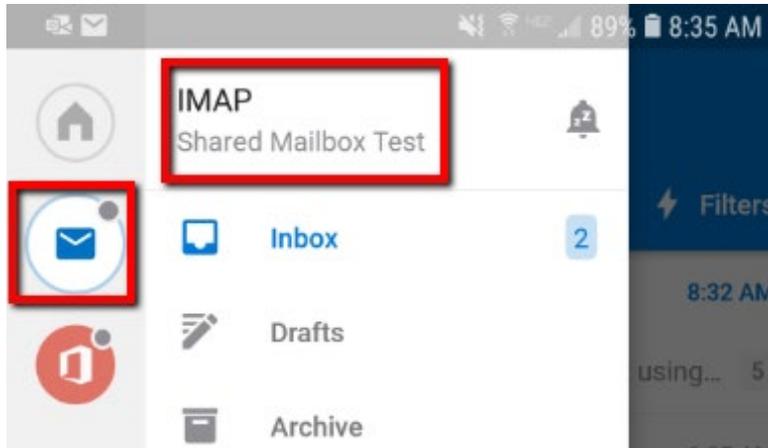
- Alternatively, you can also change the From address from the dropdown
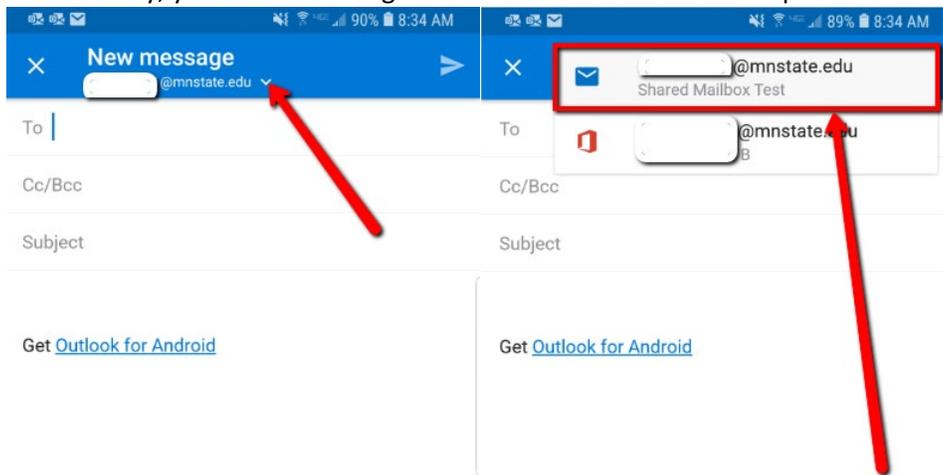
For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.