OUTLOOK – ADD SHARED ACCOUNT

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Add shared account

To add or remove members from a shared account or distribution list, contact your *authorization administrator*.

**Windows**

Open the Files-menu in Outlook. Select **Info** and click **Add account**.

Fill in the *shared account email address* and the password for your x-account. Click **Next**.

In the next step, select **Use another account**. Fill in your x-account and password and then click **Ok**.

Click **Finish** and restart Outlook. The new mailbox should now be visible in the left pane under your own.
Outlook web app

- Log in with your x-account to [http://webmail.gu.se](http://webmail.gu.se)
- In the Navigation bar on the top right corner, select your name or icon.
- Select **Open another mailbox**...
- Type the e-mail address of the shared account or distribution list. Select **Open**.

Mac

- On the **Tools** menu, click **Accounts**.
- Click the account that you want to add a delegate to, click **Advanced**, and then click **Delegates**.
- Under **People I am a delegate for**; click + sign.
- Type the e-mail address of the shared account or distribution list.
- **Ok.**