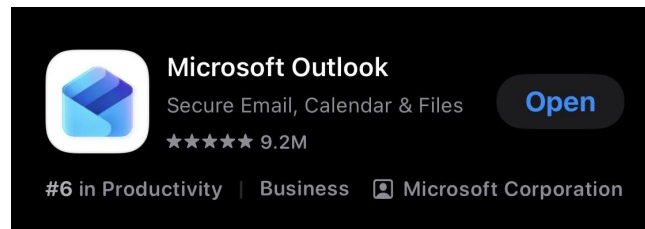
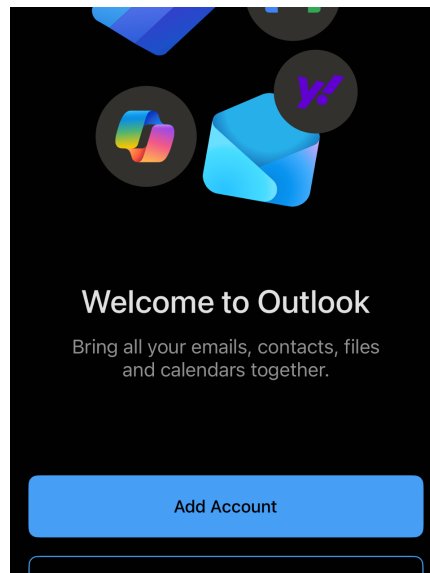


Add Shared Mailbox to Outlook App on Phone

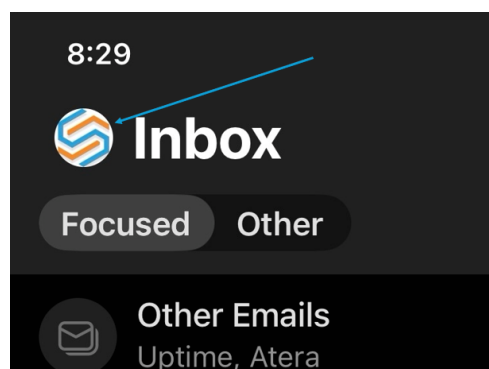
1. Download and install the **Outlook App** on your phone (Ref: [iPhone](#), [Android](#))



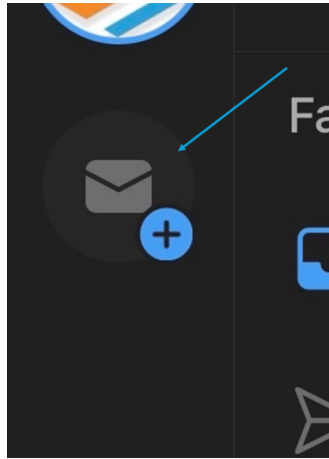
2. Log into your **Outlook** account



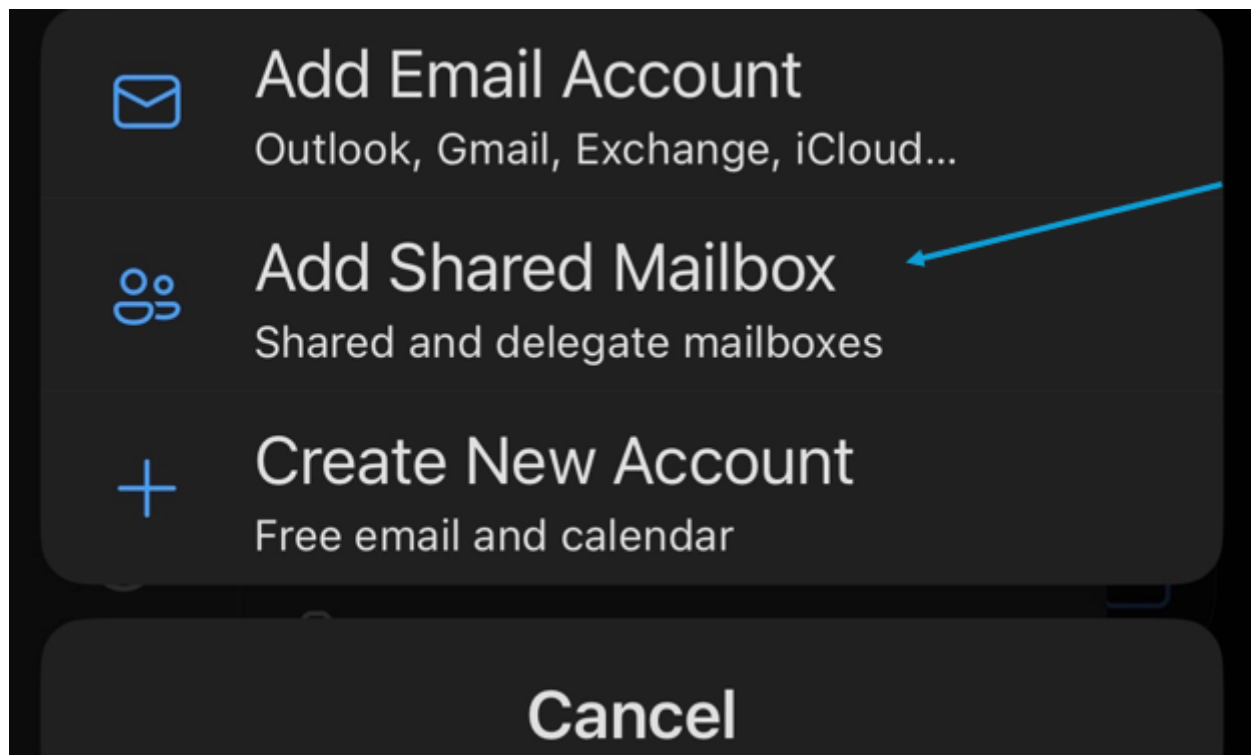
3. Click on your **avatar** at the top left



4. Click on the **Envelope** with the plus sign



5. Choose **Add Shared Mailbox**



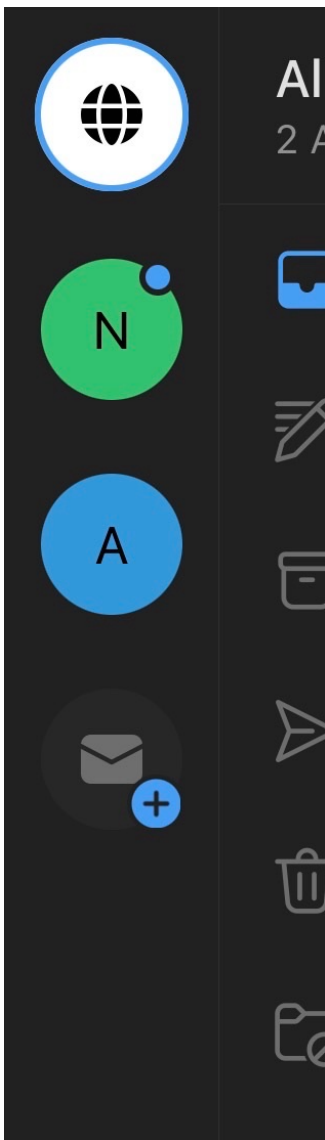
6. Type in the email of the **shared mailbox** (*this will not require a login*)

Enter the shared or delegate email

@southstatetech.com

Add Shared Mailbox

7. When you click your **avatar** you will now have 3 options for inboxes (Globe - combination of inboxes, your main, and shared)



Revision #1

Created 19 August 2026 12:43:16 by Admin

Updated 19 August 2026 13:00:49 by Admin