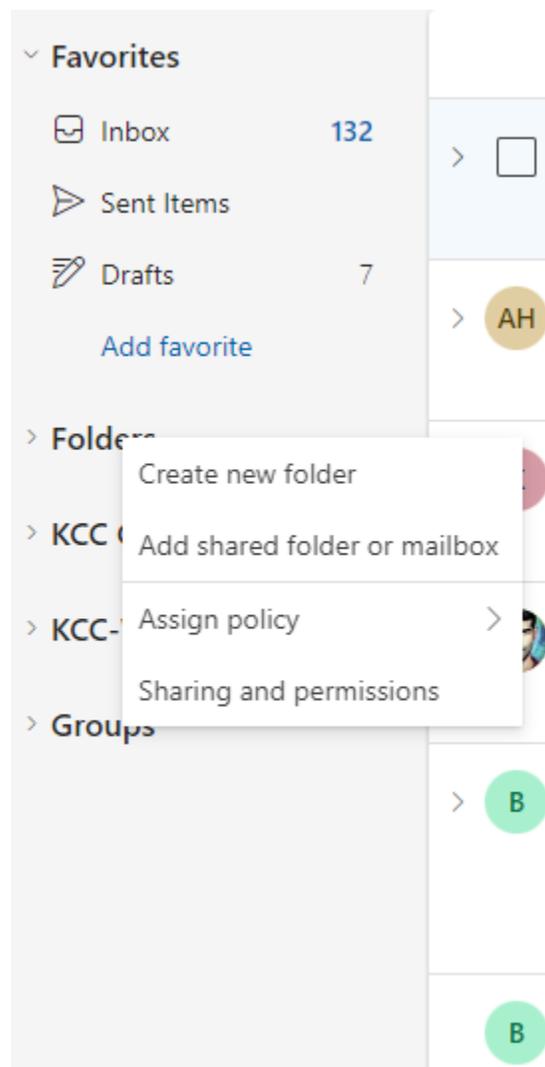


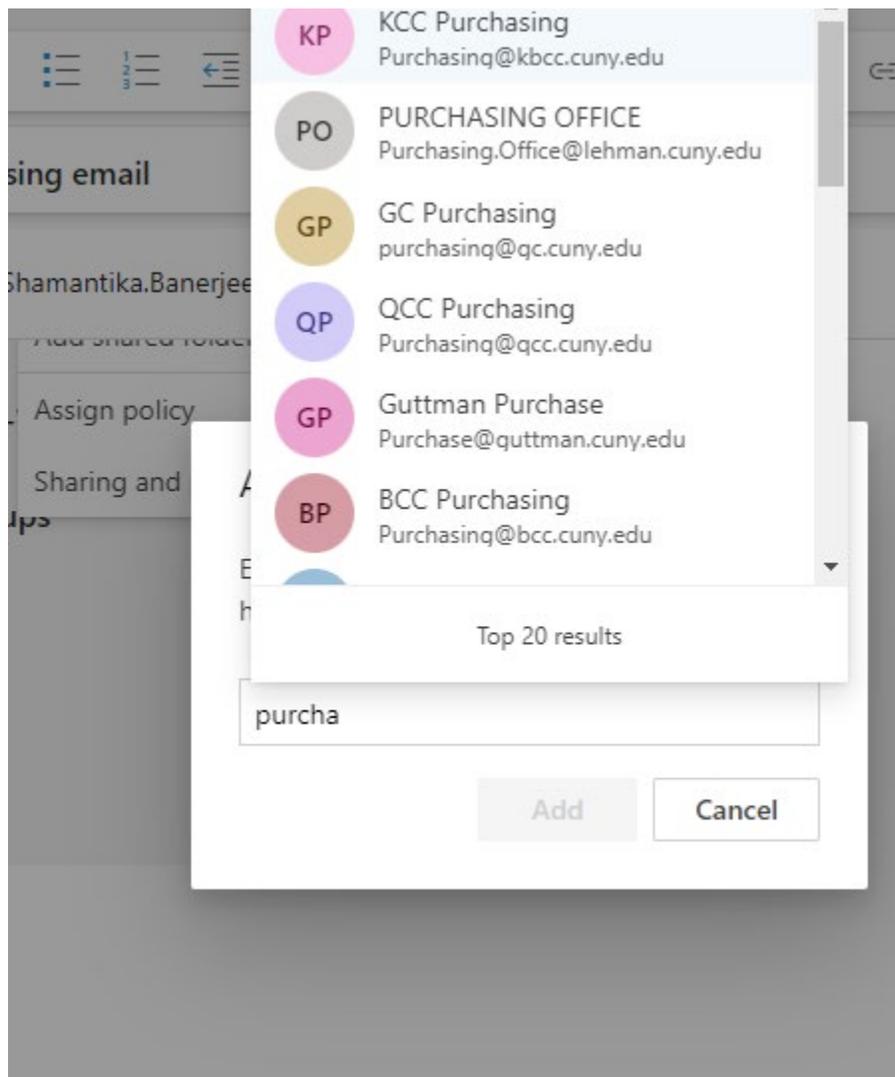
How to Add Shared Accounts to your email

Please follow the steps below:

Once you login to your mailbox on the left-hand side you will see Folders. Right click on it and choose "Add shared folder and mailbox"



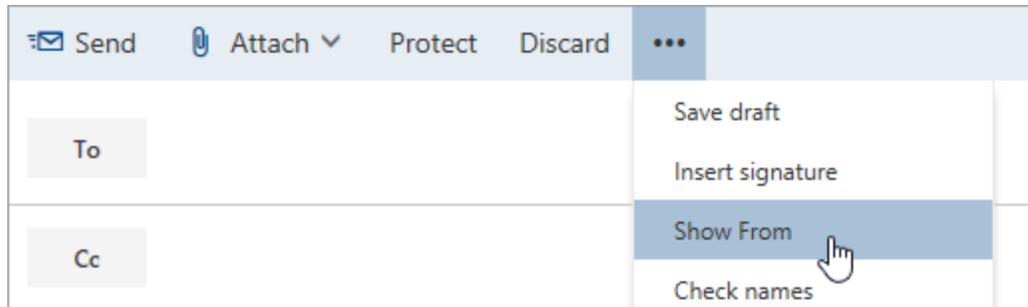
you will need type in the shared mailbox address. All shared mailbox for Kingsborough starts with KCC



Once you select and add the correct mailbox it will appear on the left-hand side of your mailbox

How to send Email from shared Account please follow the steps below

1. Choose **New mail** above the folder list. A new message form opens in the reading pane.
2. At the top of the message, choose ******* > **Show From**.



- a. Type the shared address. The next time you reply from the shared mailbox, its address will appear as an option in the **From** drop-down list.
3. To add recipients, type the name of anyone who is in your contacts folder or organization's address list, or type the email address in the **To** or **Cc** box. The first time you enter a person's name, Outlook on the web searches for that person's address. In the future, the name is cached so it resolves quickly.
4. Type a subject.
5. Type the message you want to send.
6. When your message is ready to go, click **Send**.