## Microsoft Outlook 2016/19/21

To include the shared mailbox as a parallel mailbox, the following steps must be carried out by authorised persons under Microsoft Outlook 2016:

- Exit Outlook
- Control Panel / Mail (Microsoft Outlook 2016) (32-bit) / E-mail Accounts... / Card E-mail / New...
  - If the item "Mail (Microsoft Outlook 2016) (32-bit)" is not visible, please change the item "Display" in the top right of the "Control Panel" window from "Category" to "Large Icons".
- In the "Add account" window, enter data for the shared mailbox:
  - Your name: <do not enter anything, remains empty>.
  - Email address: Enter the email address of the shared mailbox
  - $\circ\,$  Password: <do not enter anything, leave blank>
  - $\circ~\mbox{Click}$  on "Next
- Outlook may ask for access data. Please enter your personal access data here
  o cf: Microsoft Outlook 2019 / 2016
- Close all windows with "OK", "Next", "Finish" and "Close".
- Start Outlook

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