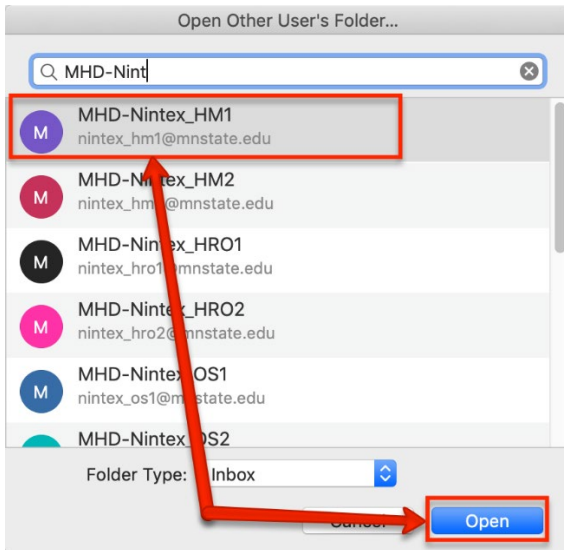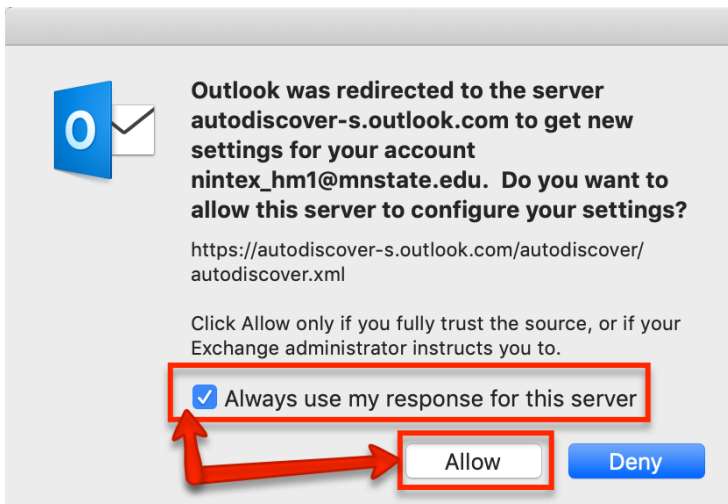MINNESOTA STATE UNIVERSITY
MOORHEAD™

1. Open Outlook
2. Click **File** > **Open** > **Other User's Folder…**
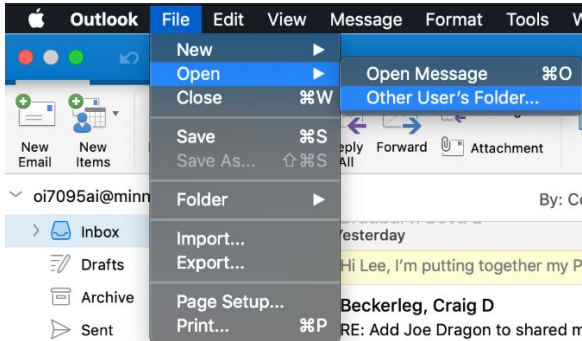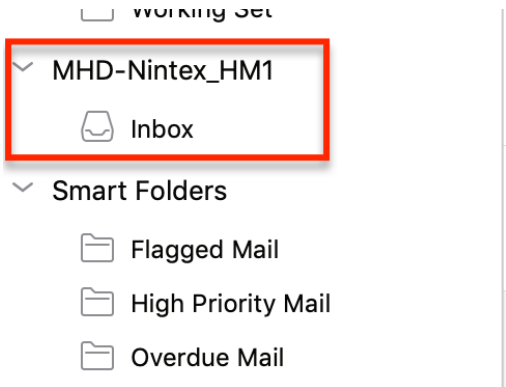
3. In the search box type **MHD-<mailbox name>**
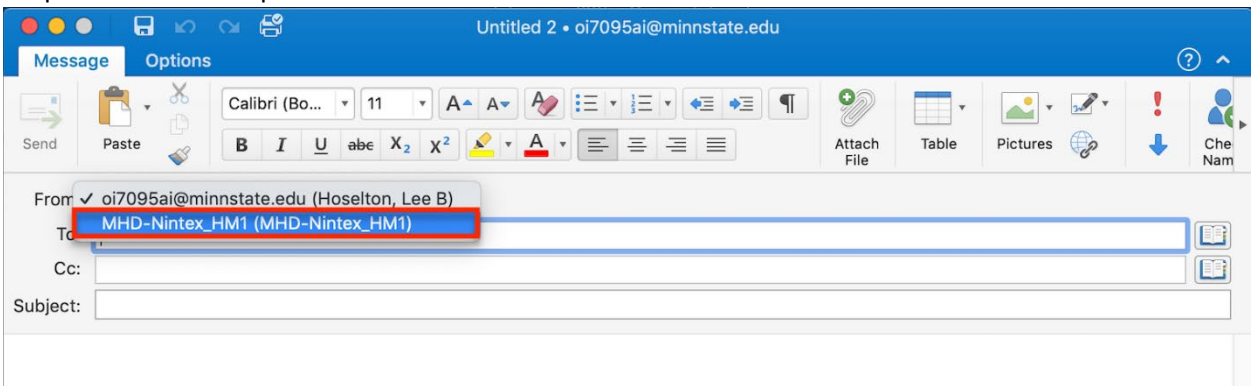4. Select the appropriate mailbox, then click **open**

5. If you receive a prompt regarding auto-discover, check the **Always user my response for this server** box and click **Allow**.

6. You will now see the shared mailbox in the left-hand outlook pane

7. In order to send mail from the Shared mailbox, you must select the address in the From dropdown in the compose mail window.

Note: *This will need to be selected every time an email is sent.*