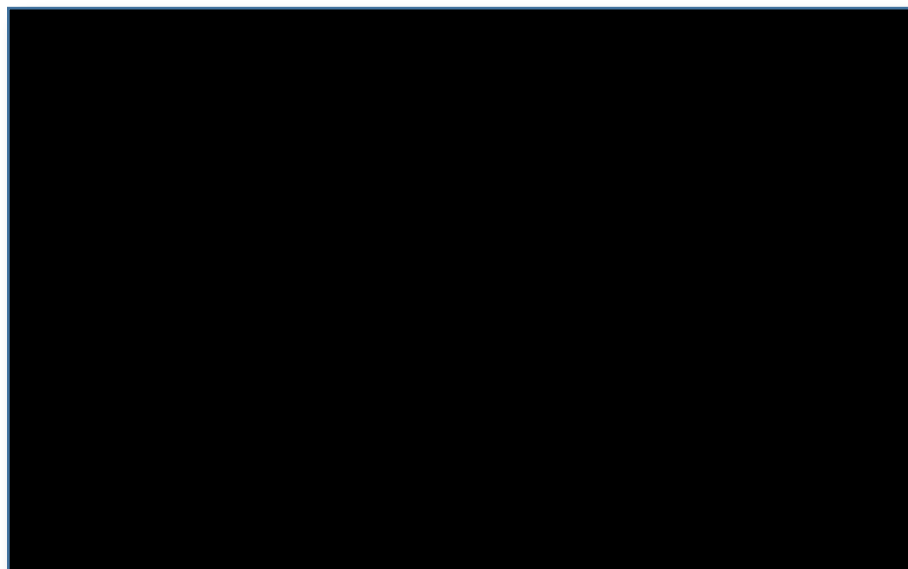


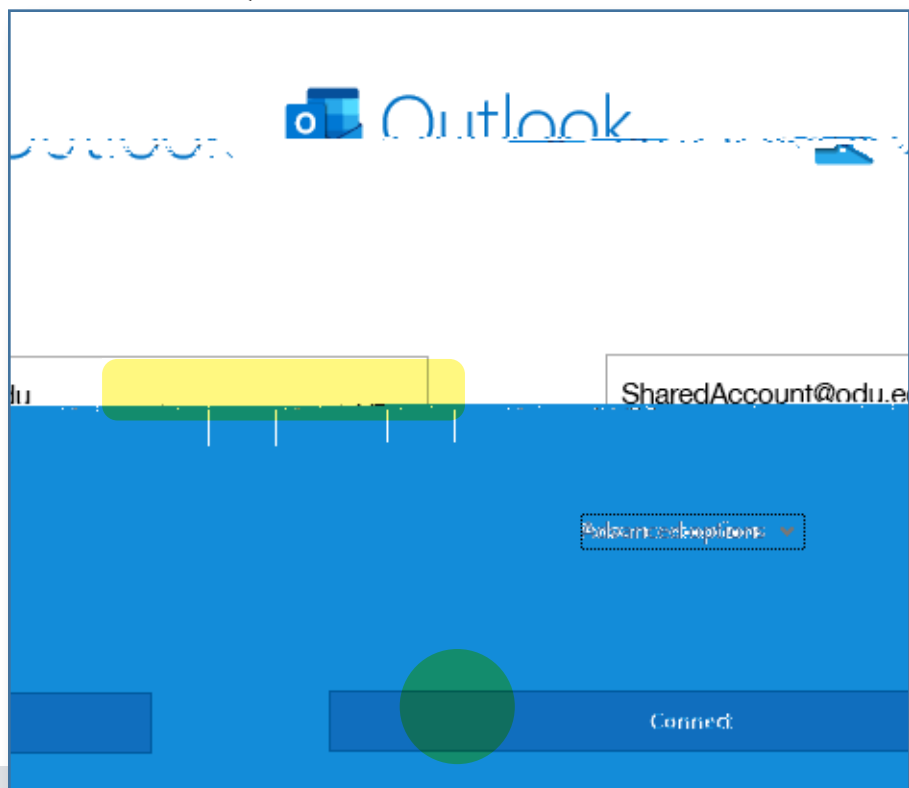
# How to access a shared email account in Outlook (Windows)

1. Click on the **File** tab, then click on **Add Account**.

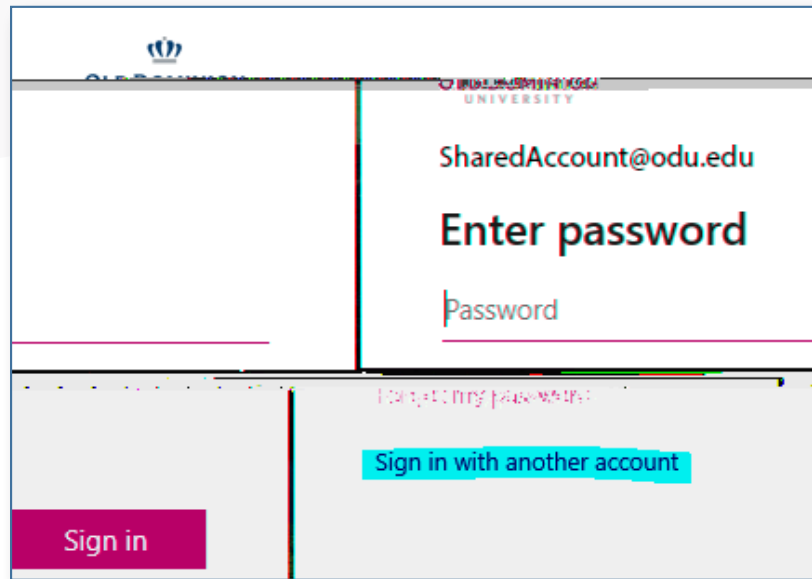
1. Click on the **File** tab, then click on **Add Account**.



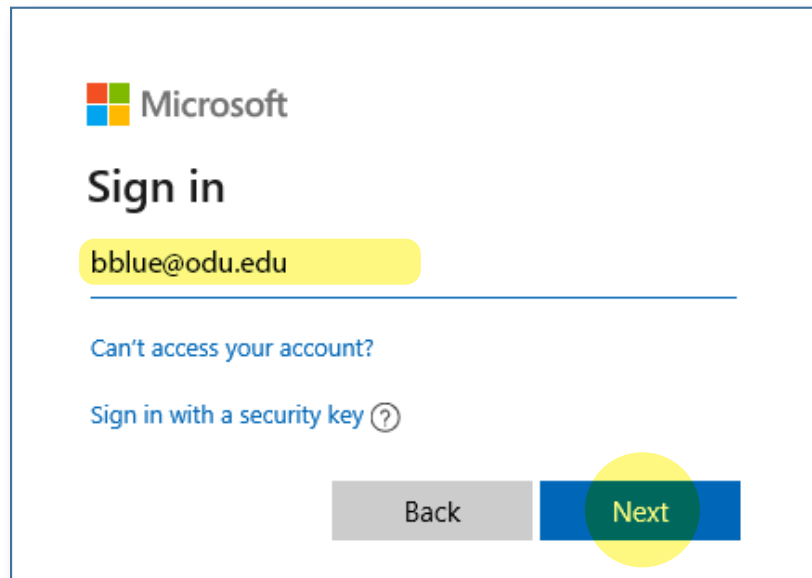
2. Enter the email address of the account you want to connect, then click on **Connect**.



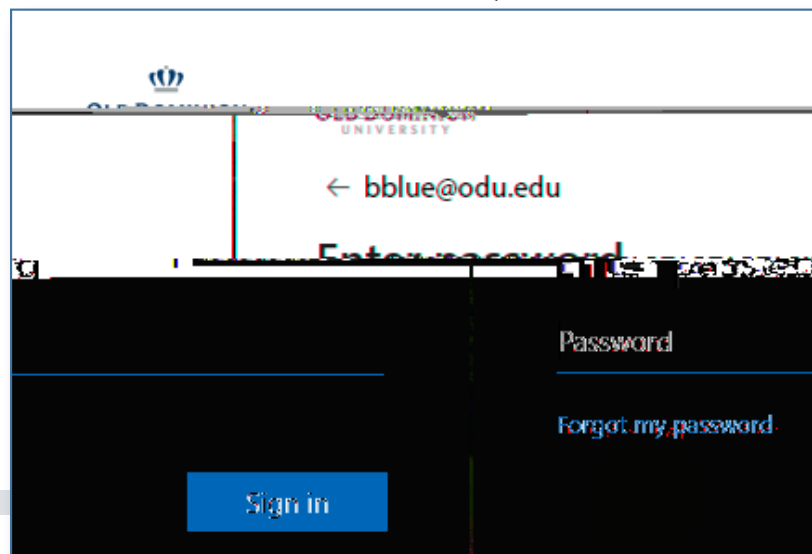
3. Click on **Sign in with another account.**



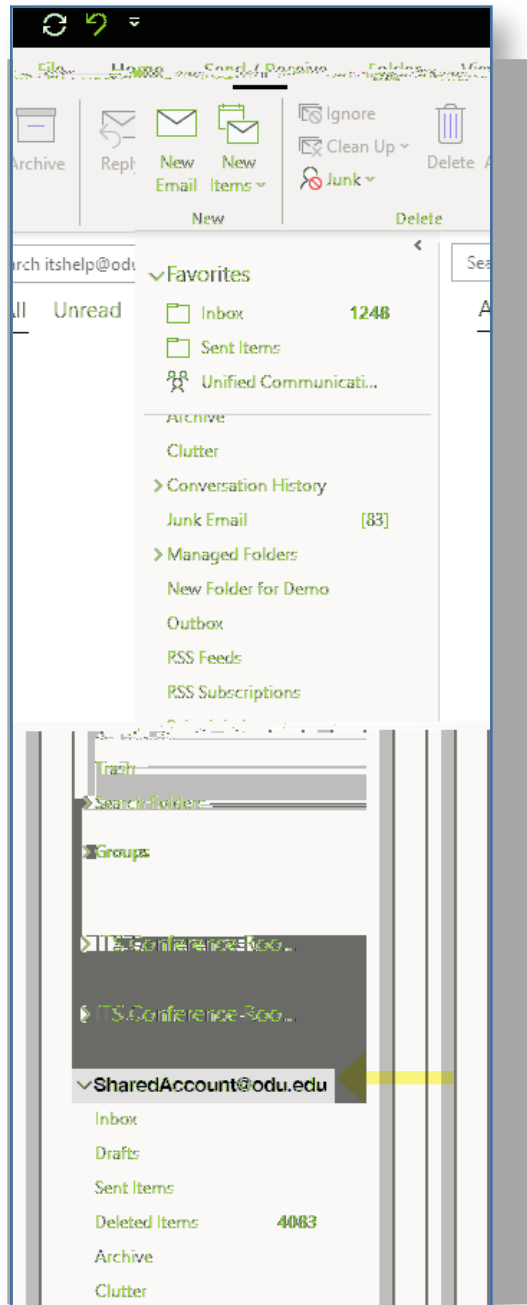
4. Click on **Next.**



5. Click on **Sign in.**







How to access  
a shared email  
account in  
Outlook



New Email

From

