

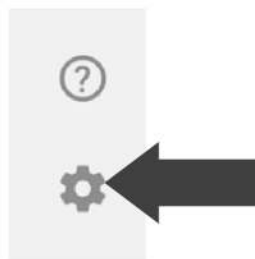
# ADD SHARED MAILBOX TO OUTLOOK

Mobile Device

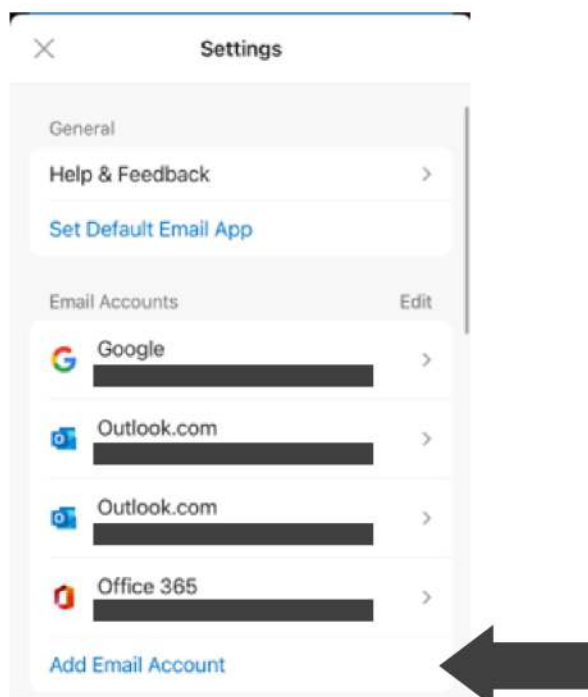
1. Press the Home Button located in the top left hand corner



2. Press the Cog Button in the bottom left hand corner



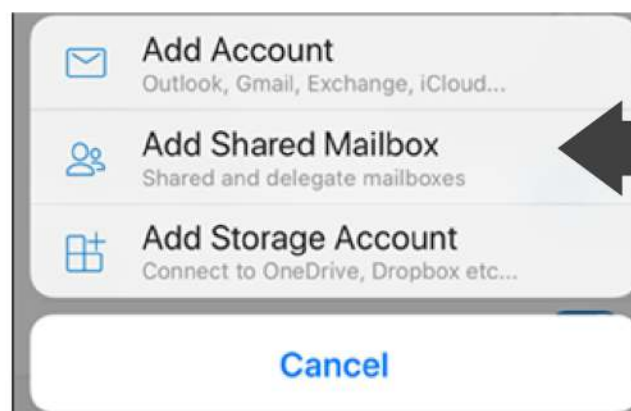
3. Press "Add E-Mail Account"




# ADD SHARED MAILBOX TO OUTLOOK

Mobile Device

4. Press "Add Shared Mailbox"



5. Enter the Shared Mailbox E-Mail

 **Add Shared Mailbox**

Enter the shared or delegate email

@des.wa.gov

Add Shared Mailbox

6. When prompted for Password choose "Use Another Account"

7. Enter your E-Mail and Password

8. If details have been entered correctly the Mailbox will be added