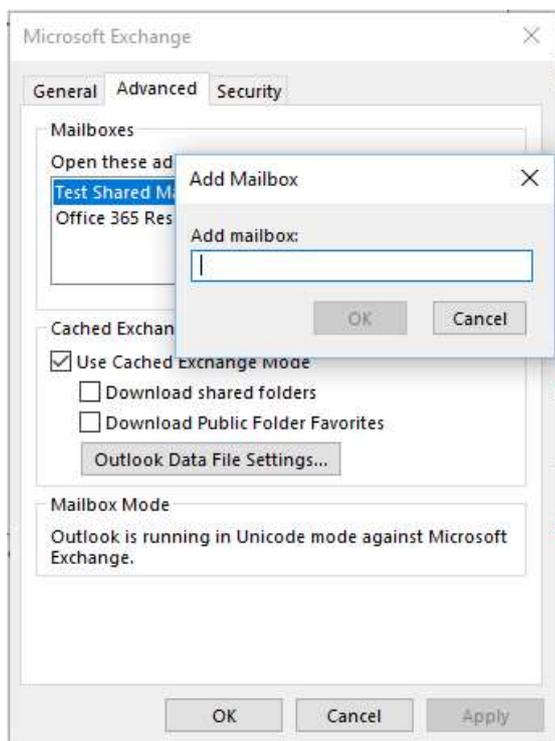


Adding your RUSU Club Mailbox

After you have been given access to a RUSU Club mailbox, you need to connect to it for the first time

Outlook Desktop

1. Open File Menu, click **Account Settings**
2. Click **Account Settings** from drop down menu
3. Click **Change** button, **More Settings** button
4. Click **Advanced** Tab
5. (Optional but recommended) - Remove Tick from "**Download Shared Folders**"
6. Click **Add** button, Type name of mailbox e.g. mailboxname@rmit.edu.au and click **Ok**
7. Click **Ok, Next, Close**
8. You may get a message "account successfully updated" – click **Done**
9. Mailbox will be visible in left hand Folder pane - See *Notes* following regarding how to send emails from this account.



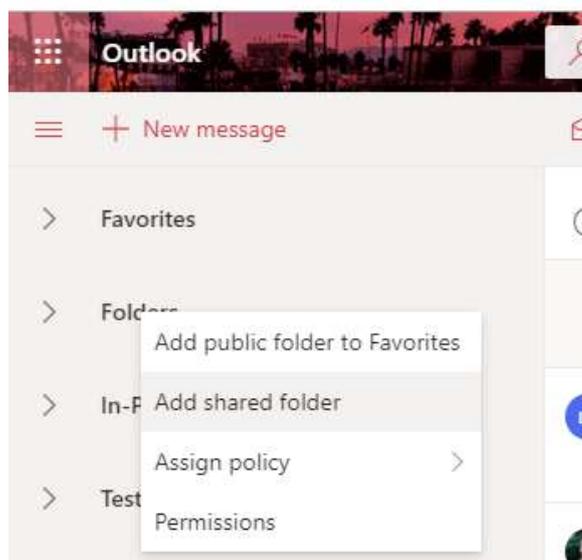
Notes

The first time you create a **New Email**, select **Options** menu, and Select **From:** button. In your message, you will then have the ability to select between your regular email and the shared mailbox (if the shared mailbox is not listed you may need to add it's Email address for this first time only)

OWA (Outlook Web Access)

Add a shared mailbox so that it displays in Folder pane below your Personal Mailbox

1. Login to Outlook Web App.
2. Right-click **Folders** in the Folder pane (left hand column) - a drop down menu list will appear
3. From menu list select Click **Add shared folder**.
4. In the Add shared folder dialogue box, type the email address of the shared mailbox, e.g. mailboxname@rmit.edu.au select the name, and then click **Add**.

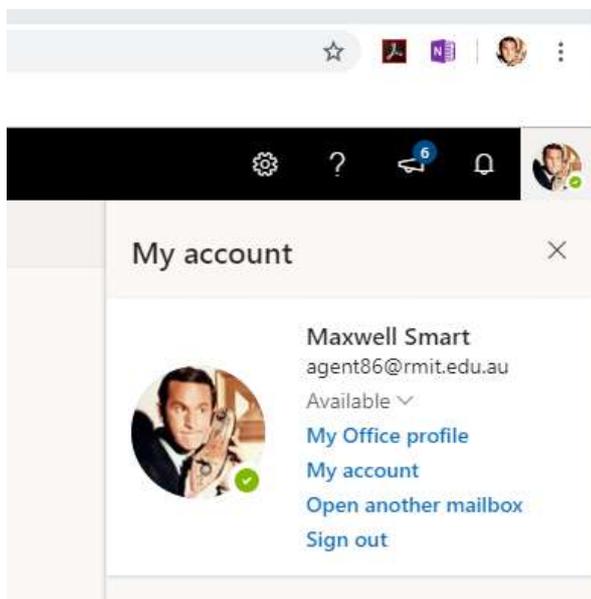


OWA (Outlook Web Access)

Add a shared mailbox so that it displays in a separate browser window

1. Login to Outlook Web App.
2. In the Navigation bar on the top right of the Outlook Web App screen, click on your name. A drop-down menu list will appear.
3. Click **Open another mailbox**.

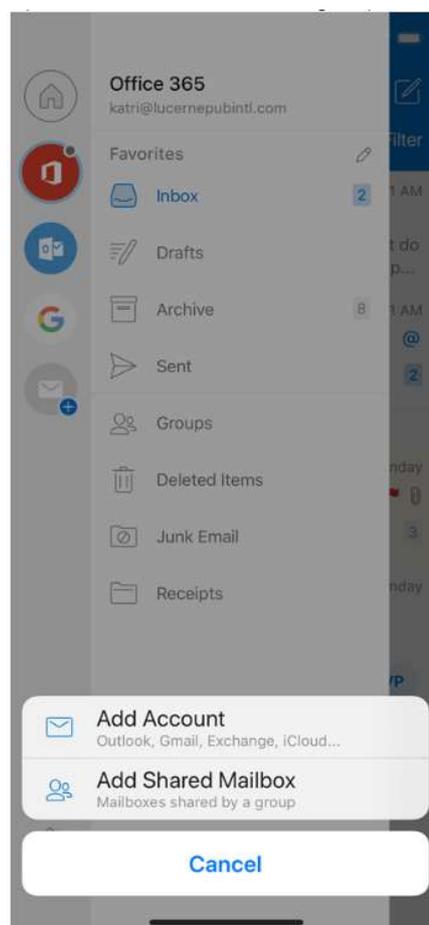
4. Type the shared mailbox email address e.g. mailboxname@rmit.edu.au
5. A new Outlook Web App session will open in another browser window allowing access to the shared mailbox.
6. Create a Browser Favourite for future use



Adding a Shared Mailbox to your Mobile Device

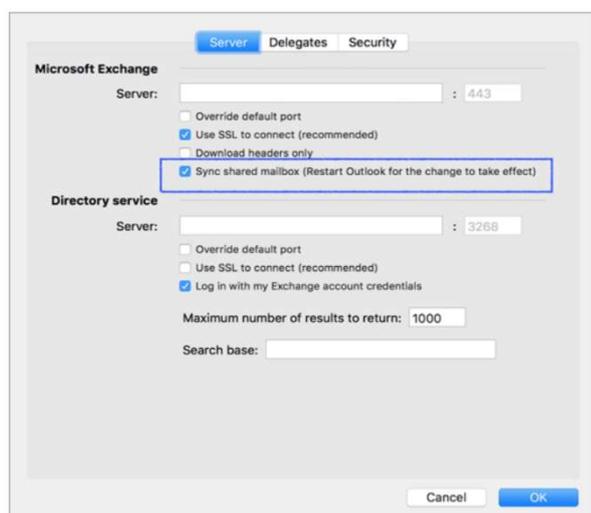
To access a shared mailbox on a mobile device, use the following steps.

1. Sign into your primary account in Outlook for iOS or Android.
2. Tap the **Add Account** button in the left navigation pane, then tap **Add a Shared Mailbox**.
3. If you have multiple accounts in Outlook Mobile, select the account that has permissions to access the shared mailbox.
4. After the account setup process completes, the shared mailbox will display in your account list in Outlook for iOS or Outlook for Android.



Outlook for Mac instructions

1. On the **Tools** menu, click **Accounts**.
2. Click the Plus Sign to add an additional Exchange account.
3. In the **E-mail address** field, enter the email address of the shared mailbox.
4. Under **Authentication**, enter your own credentials.
5. Checking the setting **Sync shared mailbox** will allow Outlook to synchronize the shared mailbox without requiring the user to click **Send/Receive**. (This setting was added in version 16.13.411.) Enabling this setting is highly recommended.



Happy emailing!
rusu.clubs@rmit.edu.au