1. Open the Outlook App.

2. Click on **Tools** in the Ribbon and then click on **Accounts**.

3. Click on your **Microsoft 365** account and click on **Advanced...**
4. Click on **Delegates** tab and then click on the + button under **Open these additional Mailboxes**: field.

5. Enter the name of the shared mailbox, and then click on it to select it. Once it is highlighted, click **Add**.
6. Repeat steps 4 and 5 to add all the shared mailboxes you need access to. When you are done, click **OK**.

7. Quit and reopen Outlook. The shared mailbox will appear on the left column along with your own Inbox.