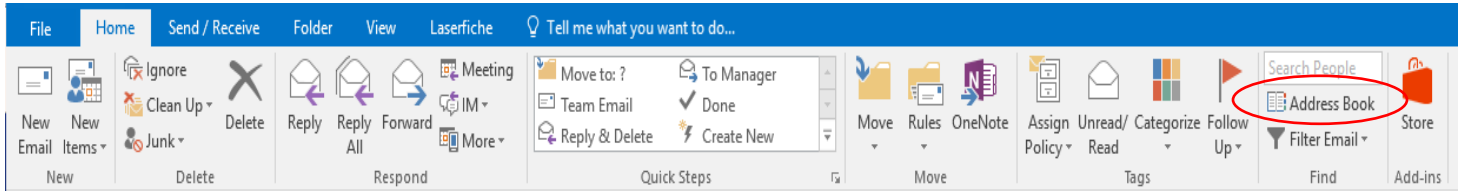
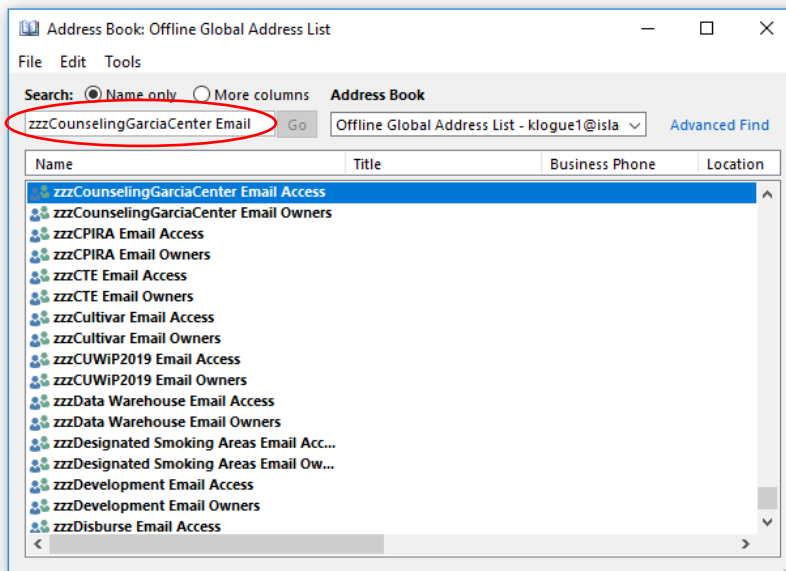


Granting access to a Shared Mailbox – Windows 10

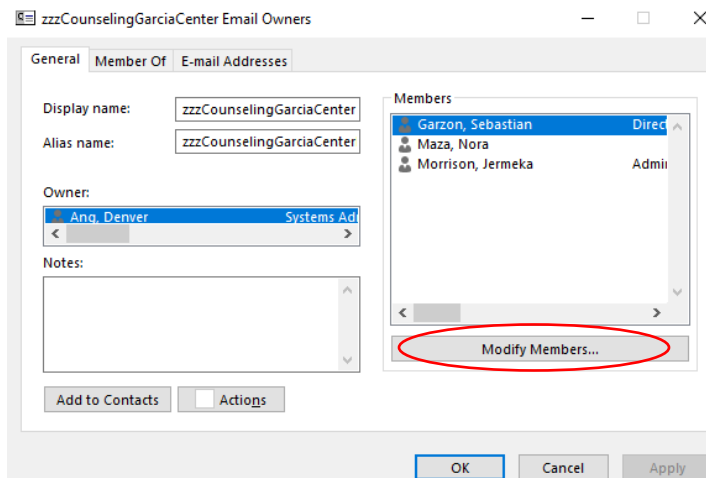
1. Click on Address Book on the toolbar at the top of your screen.



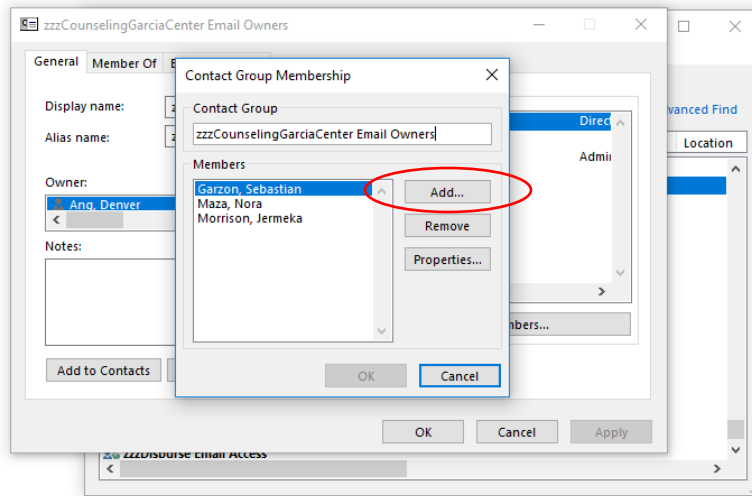
2. The following window should popup. Next, you'll search the access group for your shared mailbox.
3. Search for "zzzMailboxName Email Access" e.g. zzzCounselingGarciaCenter Email Access



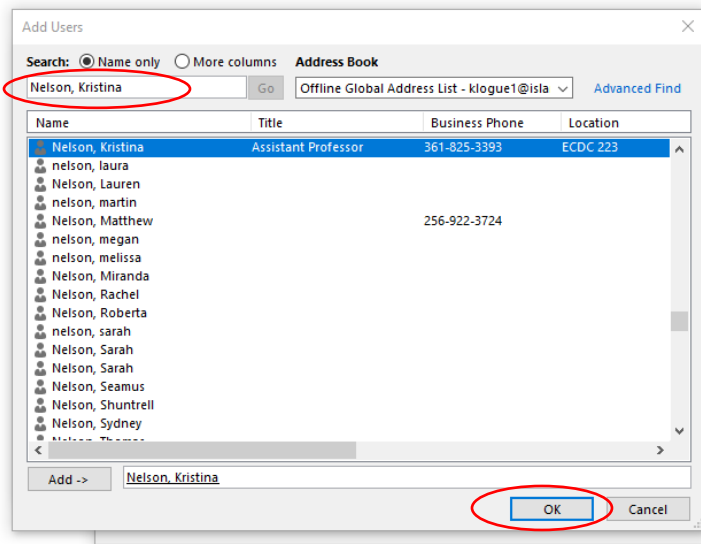
4. Double click on the group and the following window should appear. Click on Modify Members...



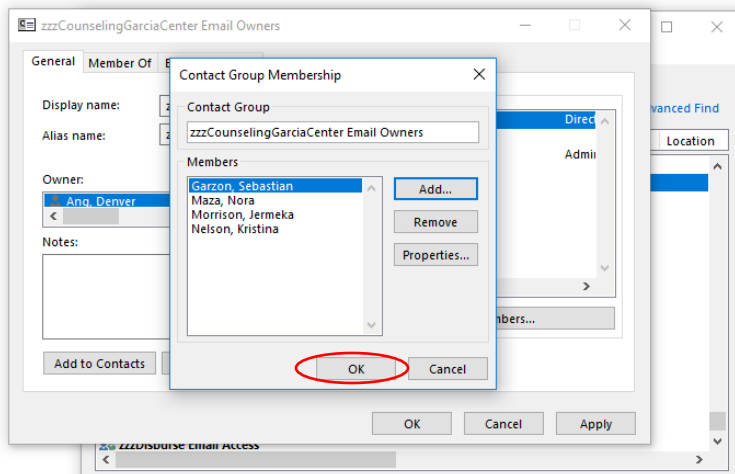
5. Click Add on the pop-up window.



6. Search for the person you would like to add and press OK once you have selected the user.



7. Click OK again on this screen (you should see the new user listed under members)



8. Click Apply and then OK on the following screen. The user should then be added to the group.

