

- 1. Open Outlook
- 2. Click File > Open > Other User's Folder...



- 3. In the search box type MHD-<mailbox name>
- 4. Select the appropriate mailbox, then click **open**

Open Other Oser's Folder							
Q MHD-Nint							
M	MHD-Nintex_HM1 nintex_hm1@mnstate.edu						
M	MHD-Nn_tex_HM2 nintex_hm @mnstate.edu						
M	MHD-Nin ex_HRO1 nintex_hro1 mnstate.edu						
M	MHD-Ninte (_HRO2 nintex_hro2@mnstate.edu						
M	MHD-Ninte: OS1 nintex_os1@m state.edu						
	MHD-Nintex 0S2						
	Folder Type: Inbox						

5. If you receive a prompt regarding auto-discover, check the **Always user my response for this server** box and click **Allow**.

0	Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account nintex_hm1@mnstate.edu. Do you want to allow this server to configure your settings									
	https://autodiscover-s.outlook.com/autodiscover/ autodiscover.xml									
	Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to. Always use my response for this server									
	Allow Deny									

6. You will now see the shared mailbox in the left-hand outlook pane



7. In order to send mail from the Shared mailbox, you must select the address in the From dropdown in the compose mail window.

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Message	Options										0	2 ^
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	17095al@min 1HD-Nintex_H	HM1 (MHD-N	ntex_HM1)	-							_	
Cc:												
Subject:												

*Note:* This will need to be selected every time an email is sent.