

# Email - Shared Mailbox on iOS

## Summary

How to add a Shared Mailbox on your iOS device (iPhone, iPad)

## Step-by-step

1. Go to **Settings > Mail > Add account** (in iOS 11 go to **Settings > Accounts & Passwords > Add account**).
2. Select **Other** from the list of types.
3. Tap **Add Mail Account**.
4. Enter a name for the mail account (e.g. SU Shared Mailbox)
5. Enter the email address of the shared mailbox
6. Enter the password of a mailbox that has access to the shared mailbox (e.g. your own password)
7. Enter a description for the mailbox (e.g. Shared Departmental Mailbox)
8. Tap **Next**.
9. Select **IMAP**
10. Fill in the following:
  - Under Incoming Mail Server**
    - Host Name:** outlook.office365.com
    - User Name:** mailbox@domain.com
    - Password:** ***Your email's password***
  - Under Outgoing Mail Server**
    - Host Name:** smtp.office365.com
    - User name:** mailbox@domain.com
    - Password:** ***Your email's password***
11. Tap **Next**, then tap **Save**.
12. In the next screen, choose which items to sync (generally just emails)
13. Tap **Save**.
14. Exit Settings and start the Mail app.

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