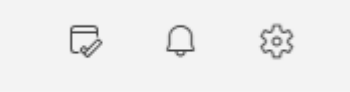
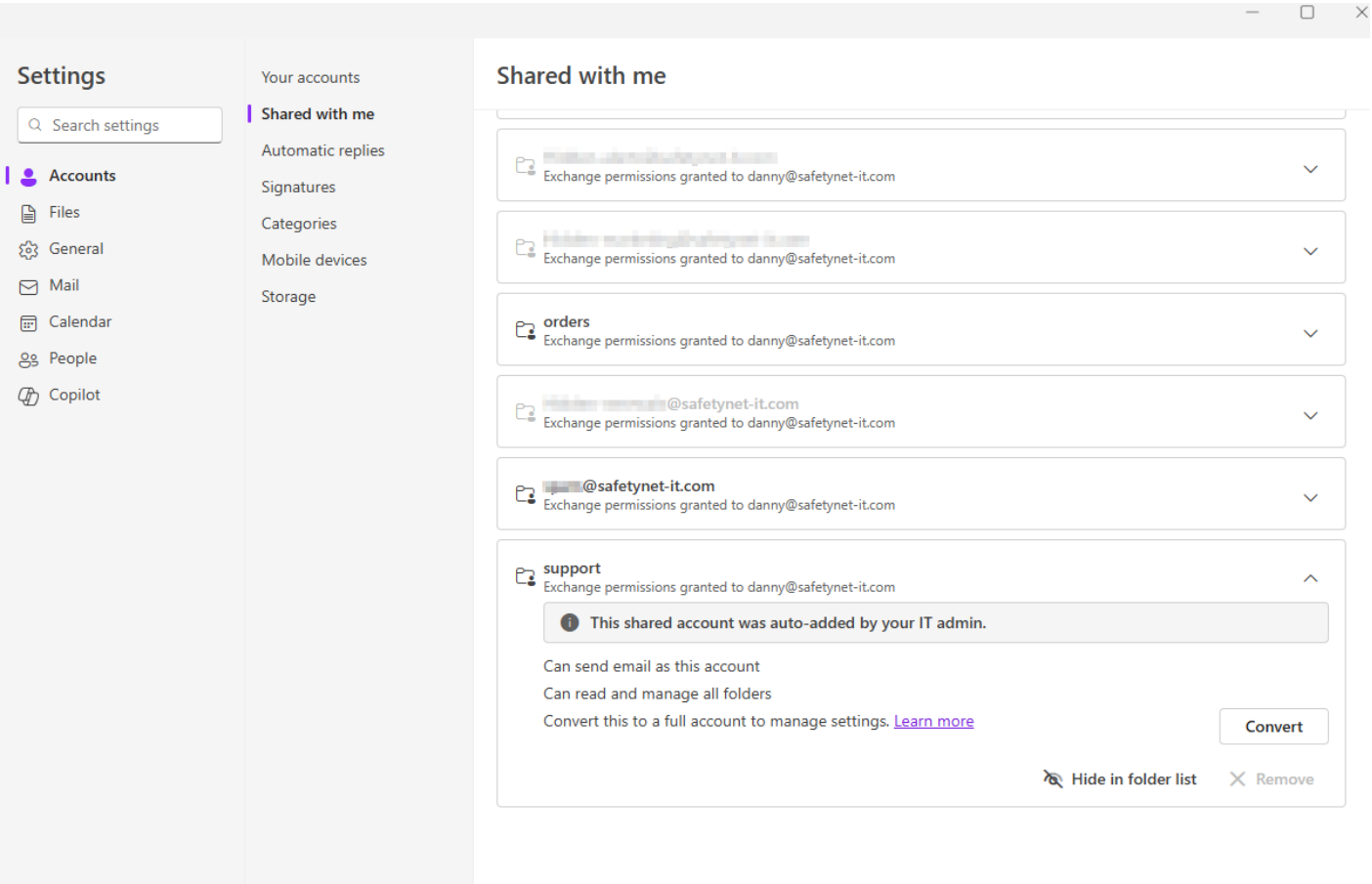
Add a sharedmailbox in as a "full mailbox" (New Outlook)

If you have access to a shared mailbox but need it to behave as a full mailbox (e.g have access to it's settings, signatures etc...) you can do so in the *New Outlook Experience*.

Click the **settings cog**

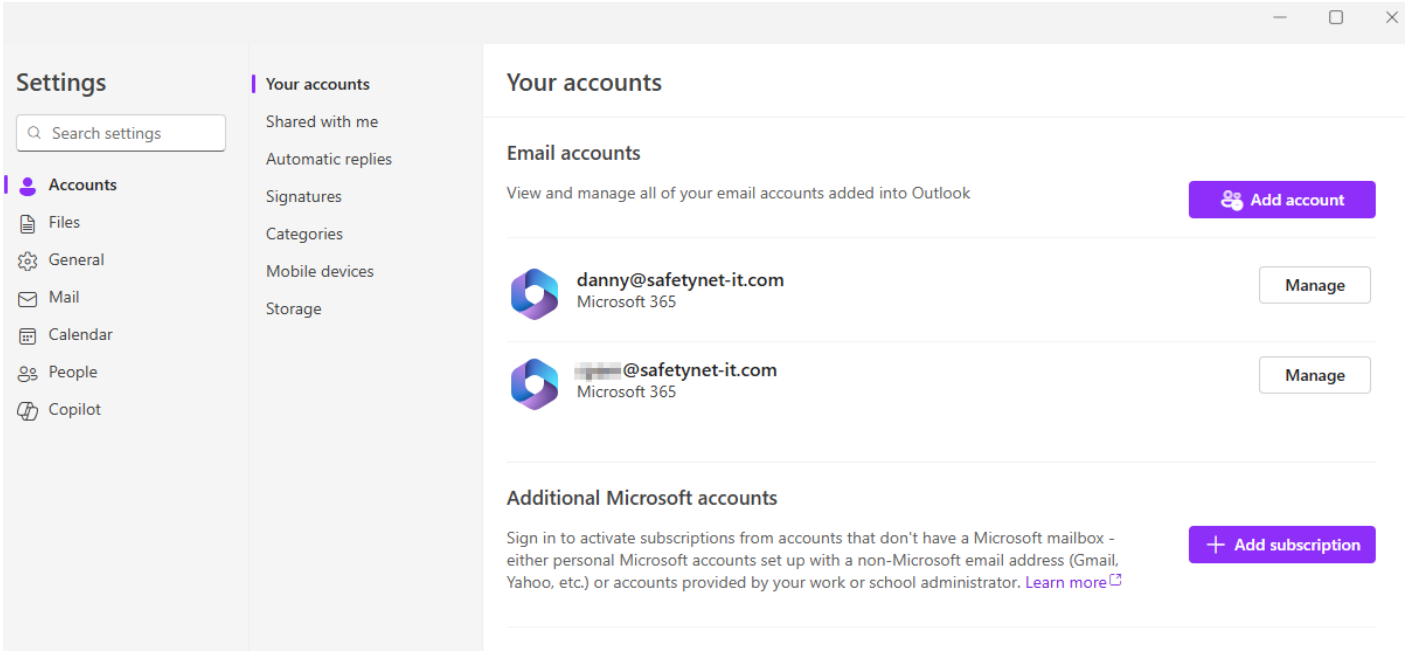


Then under **Accounts** > **Shared with me**



You can show/hide mailboxes here as well as choose **Convert** next to any mailbox to convert it to a full mailbox, with access to it's settings and signatures.

After a restart of Outlook you can see it now behaves as if added in via username/password.



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