

BYOD/Hypori Microsoft Outlook Shared Mailbox

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## Introduction

This document provides instructions on how to configure access to shared mailboxes and calendars within the Microsoft Outlook application in your Hypori Halo virtual workspace.

These instructions are intended for users who have already configured their primary email using the Outlook Email client and who have been approved access to the shared mailbox.

## Procedure

**1.** From the home screen of the Hypori Halo Client, open the *Outlook* app.





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  - ♥ 🗎 Settings Q Notifications (?) Help & feedback Mail accounts @army.mil Microsoft 365 0 ADD MAIL ACCOUNT + Storage accounts + ADD STORAGE ACCOUNT Add your storage provider to easily share, access, or manage files from your Outlook app Mail Signature Get Outlook for Android Q.  $\hookrightarrow$ Swipe options Ecological Inhov 6

3. In the Settings menu, select +Add Mail Account

Settings gear.



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**4.** Enter the shared mailbox email address you want to add, then select *Continue*.

Once complete, tap the back arrow at the top of the screen to return to your inbox.

5. In Outlook's left menu you will see a tab added for the new mail. Select that icon to view the added mailbox.