BYOD/Hypori Microsoft Outlook Shared Mailbox

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.

2. The *Settings* menu can be accessed from Outlook by selecting the Office365 logo, then selecting the Settings gear.
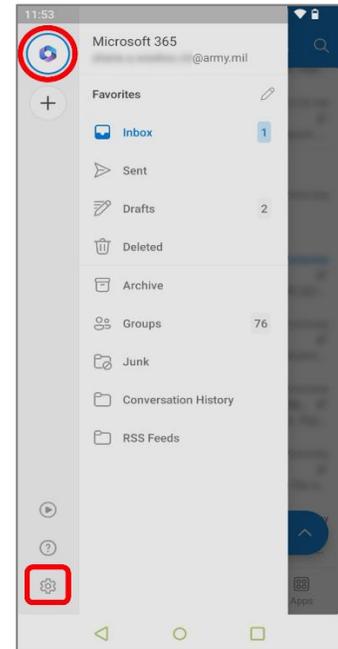
3. In the *Settings* menu, select *+Add Mail Account*
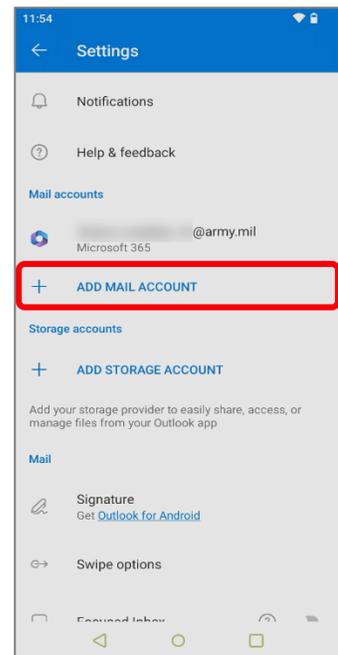
4. Enter the shared mailbox email address you want to add, then select *Continue*.

Once complete, tap the back arrow at the top of the screen to return to your inbox.
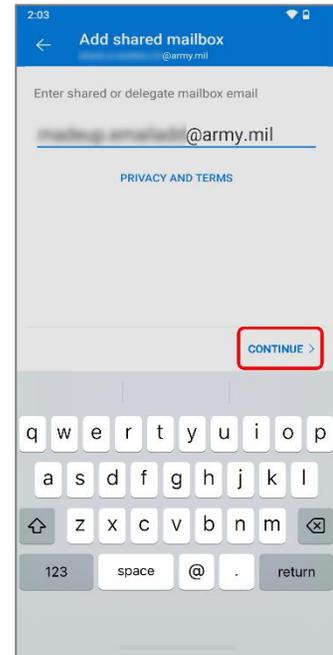
5. In Outlook's left menu you will see a tab added for the new mail. Select that icon to view the added mailbox.