

# USER GUIDE

Smart Phone

Tablet

Accessing an  
Office 365  
Shared  
Mailbox with  
android



**CORBEL**

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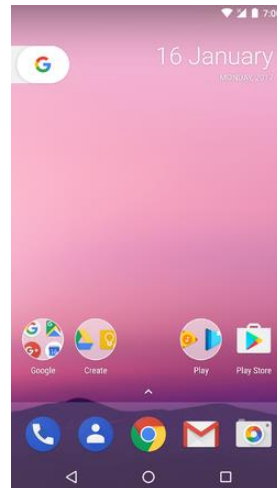
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This guide will show you how to set up an Office 365 shared mailbox on your Android device.

This user guide was based on Android 7 (Nougat); however, the process should be similar for any previous or new versions of Android.

### Step 1.

Firstly, you will need your Android smart phone or tablet.



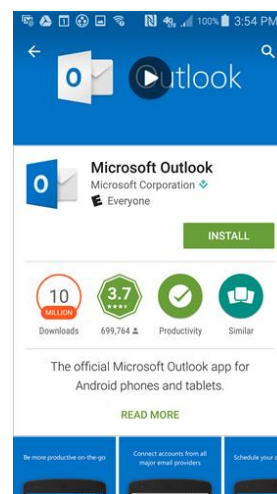
### Step 2.

Once you have the Android device you will need to access the Play store, this is where you will be able to download Outlook onto your device



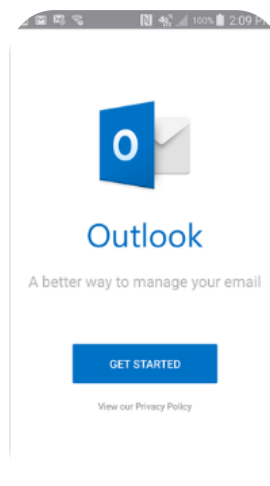
### Step 3.

After you have clicked the icon for the Play store, go to the search bar and type the word "Outlook". Next click "install".



### Step 4.

After you have successfully downloaded and installed Outlook, click on the button which says, “Get Started”.



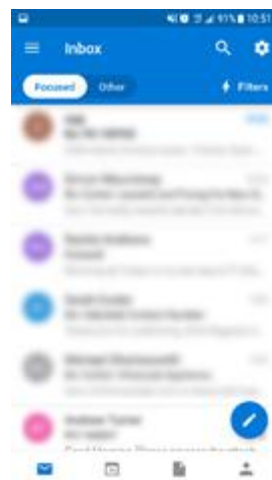
### Step 5.

Enter the email address of the shared mailbox and password.



### Step 6.

When you have signed into your shared mailbox, emails will start to download. This may take a while depending on the number of emails in your mailbox, their size and your connection speed.



## Step 7.

After adding the account, you will now be able to go into setting and change the account settings, such as whether or not you will receive notifications for incoming emails, etc

