

# USER GUIDE

iPhone

iPad

Accessing an  
Office 365  
Shared  
Mailbox with  
Apple



IT | Cloud | Workplace Recovery

Unit 1  
9 Wentworth Road  
Ipswich, IP3 9SY

Tel: 01473 241515  
Web: [www.corbel.co.uk](http://www.corbel.co.uk)

This guide will show you how to access an Office 365 shared mailbox on your Apple IOS device such as an iPhone or iPad.

This user guide was based on IOS 11; however, the process should be similar for any previous or new versions of IOS.

### Step 1.

Firstly, you will need your Apple device, which is operated by IOS, this can be anything from an iPhone to an iPad.



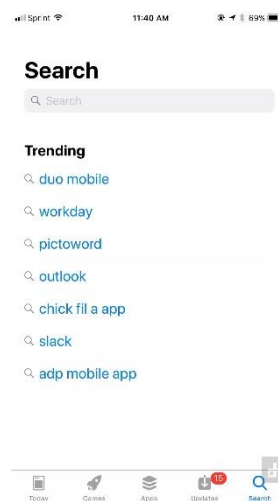
### Step 2.

Once you have the Apple device you will need to access the App store this is where you will be able to download Outlook onto your Apple device



### Step 3.

After you have clicked the icon for the App store, go to the search bar and type the word "Outlook". This will show all of the outcomes which have the word Outlook in it or something similar.



### Step 4.

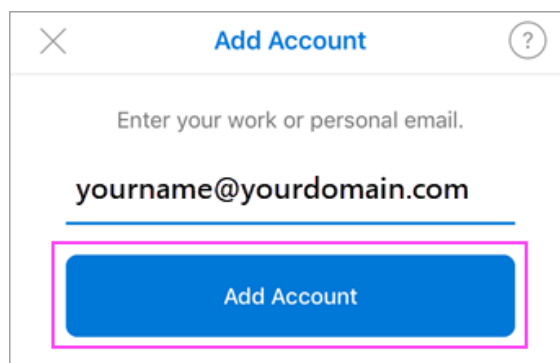
The Icon for Outlook should be present, this is the App that you will need to download.



### Step 5.

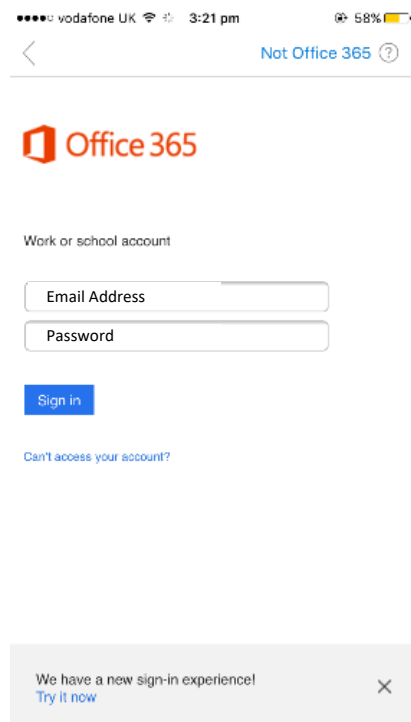
After the App has downloaded onto your Apple device, you will need to go into the App itself and go to “Add Account”

Enter the email address of the shared mailbox that would like to add. Click “Add Account” and you will be prompted to enter the password for the shared mailbox



### Step 6.

When you have successfully added the Office 365 shared mailbox you will be asked to enter your email address and password again to verify the account.



## Step 7.

Lastly, the shared mailbox will load, and emails will start to download. This may take a little while, depending on the size of the mailbox and connection.

