**How to add your NHSmail email to Outlook**

To configure Outlook with your NHSmail account please follow these steps.

1. Open Outlook App
2. Click ‘File’ on the top left of the window.

1. Click the ‘Account Settings’ button, and select ‘Account Settings’

1. Select your Exchange account and click the ‘add Account’ button.



1. Enter the shared mailbox email address and Click ‘Connect’ at the bottom of the window.
2. Select the ‘outlook.com’ tab.

1. Click ‘OK and ‘Close’
2. Close your outlook and reopen it. Your additional mailbox should be added.

