Adding a Shared Resource (PC) – Email

* These instructions CANNOT be done at http://ummail.memphis.edu. You must use the Outlook Application on your PC or Mac computer. For questions, contact your LSP.*

“Shared Resources” can be a calendar or folder (to collect emails) depending on how your group uses the resource. You will need to know how your group uses the resource in order to know which instructions to use.

* screen captures taken with Outlook 2010

**Adding a Shared Calendar**

These instructions are if you use your resource for a calendar ONLY.

1. Within your Outlook Calendar, right-click on Other Calendars.

2. Select Add Calendar > Open Shared Calendar.

3. Type your calendar name, click OK. (It will appear.)

This calendar will continue to be found under Other Calendars in your left folder list.
Adding a Resource Mailbox

These instructions are if you use your resource for email. It could also be used as a calendar in this instance.

1. Within Outlook, go to the **File** tab.

2. Click the **Account Settings** button, then **Account Settings** link.

3. Click on your account mailbox name in the center of the dialog box (A), then click **Change** (B).
4. Click More Settings.

5. Select the Advanced tab.

6. Click Add > Enter the name for the new mailbox > Click OK.
7. Click **Apply**, then **OK**.

8. Click **Next**, then **Finish**, then **Close**.

In your original mailbox you will now have an account listing for the new mailbox you just added. It will typically be listed at the bottom of your folders.