

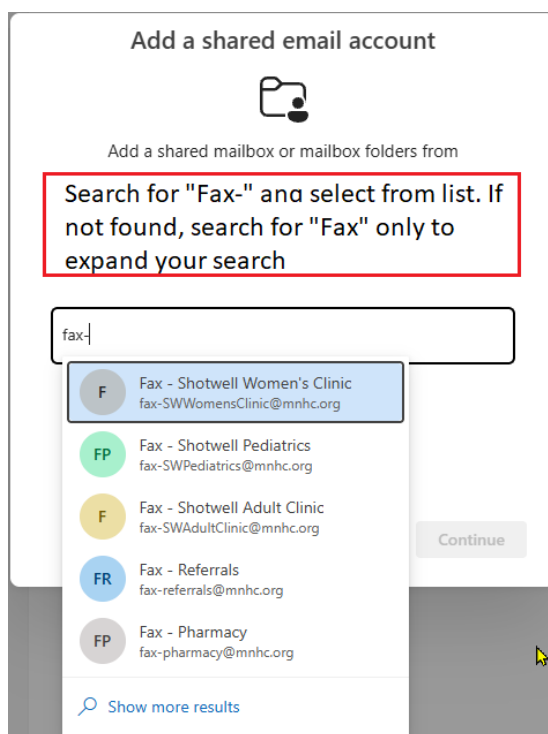
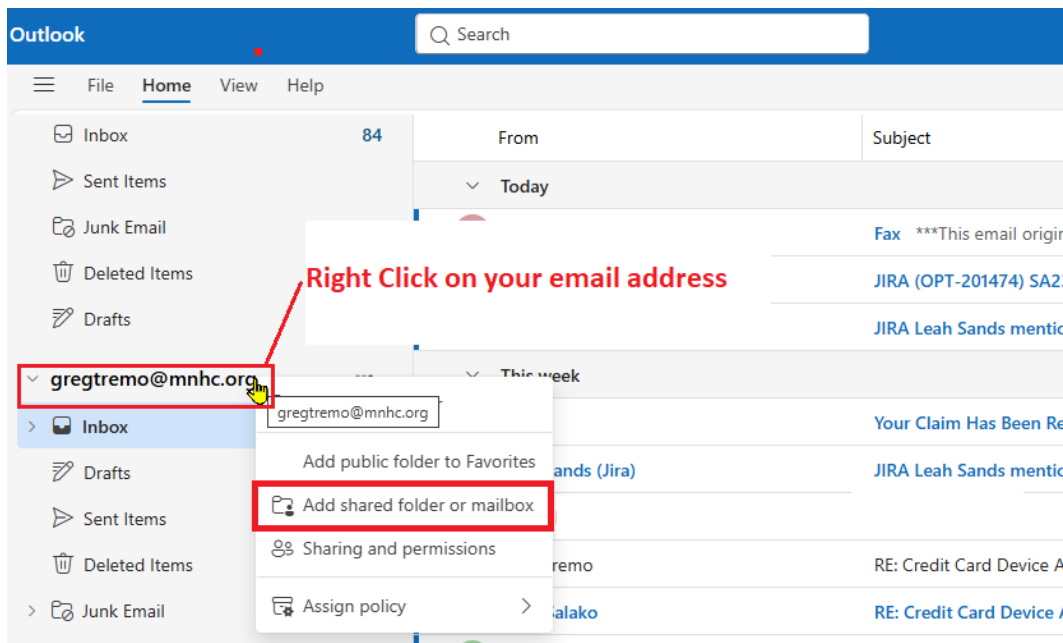
Adding a Shared Fax Mailbox in Outlook Online

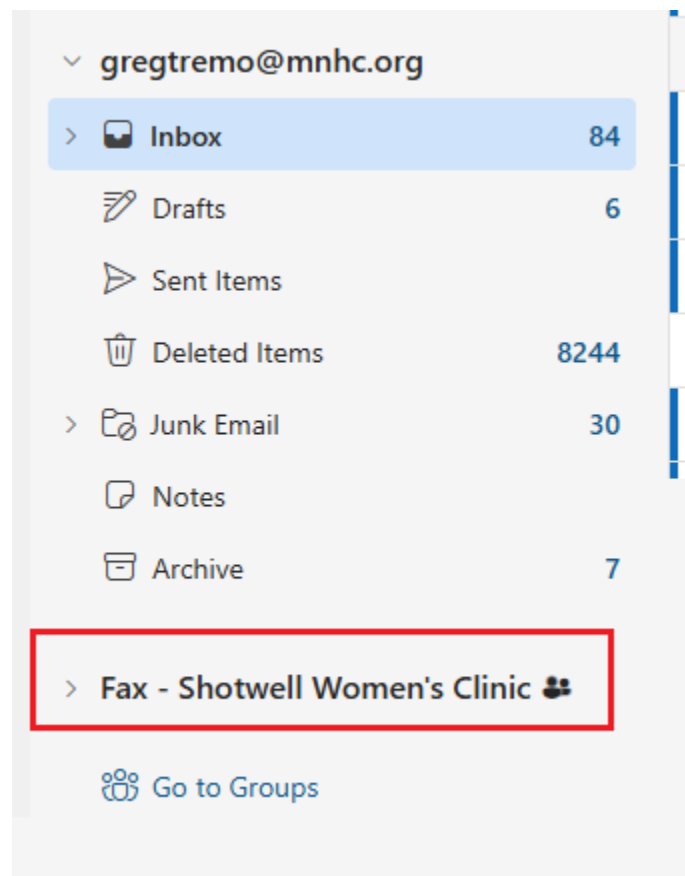
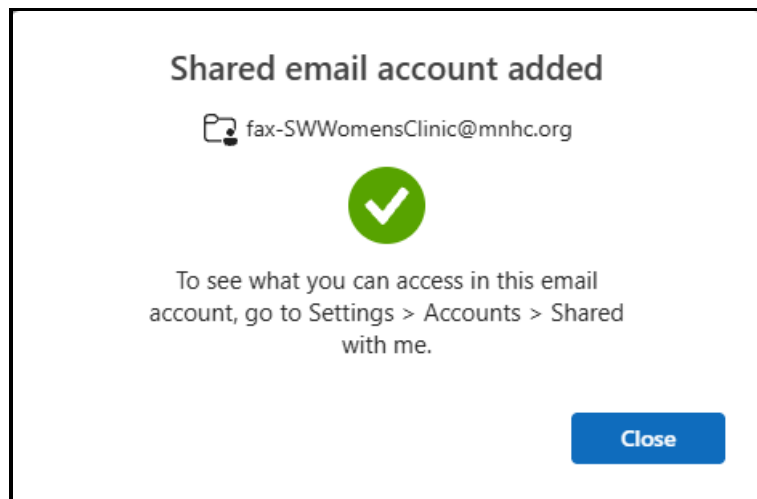
Note: Your supervisor must grant access before proceeding. After receiving approval, continue to use Method 1

Works best in Outlook Desktop. In Outlook Web, users often need to add it manually.

Method 1 — Add as a shared folder (most common).

1. Right-click your email address in the left pane.
2. Click Add shared folder or mailbox.
3. Enter "Fax-" in the search box, then select your department from the list.
 - Example: Shotwell Women's Clinic
4. If your mailbox does not appear:
 - Try searching for just "Fax" (without the dash) to expand results.





Method 2 — Open in a Separate Tab (Alternative)

1. Click your profile icon (top right).
2. Select Open another mailbox.
3. Enter the mailbox name or email address.
4. Click Open.

👉 This Method opens the mailbox in a new browser tab and is less ideal for daily use.