

Jobaid - Gedeelde mailbox toevoegen in Outlook (E3 licentie)

The image illustrates the process of adding a shared mailbox in Outlook. The steps are as follows:

- Click on the **Bestand** (File) tab in the top ribbon.
- Click on **Accountinstellingen** (Account Settings).
- Click on **Wijzigen...** (Change...) for the existing account.
- Click on **Geavanceerd** (Advanced) in the 'Microsoft Exchange' dialog box.
- Click on **Postvak toevoegen** (Add mailbox) in the 'Microsoft Exchange' dialog box.
- Enter the mailbox name (e.g., `functioneelbeheer@psw.nl`) in the 'Postvak toevoegen' dialog box.
- Click **OK** in the 'Postvak toevoegen' dialog box.
- Click **Volgende** (Next) in the 'Microsoft Exchange' dialog box.
- Click **Gereed** (Done) in the final confirmation dialog box.