

- 1. Open Outlook in Andriod. (Please make sure personal email has been done setup in Outlook)
- 2. Click mail icon below;



3. Click 'Add a shared mailbox'





## 4. Type email address then click 'CONTINUE'





## 5. Email is ready to use





## 6. Calendar icon appear below;





7. Click Calendar. Both calendar are apper and ready to use.

