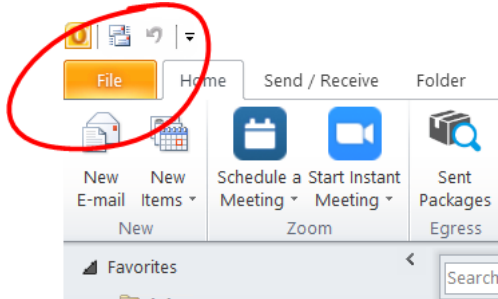
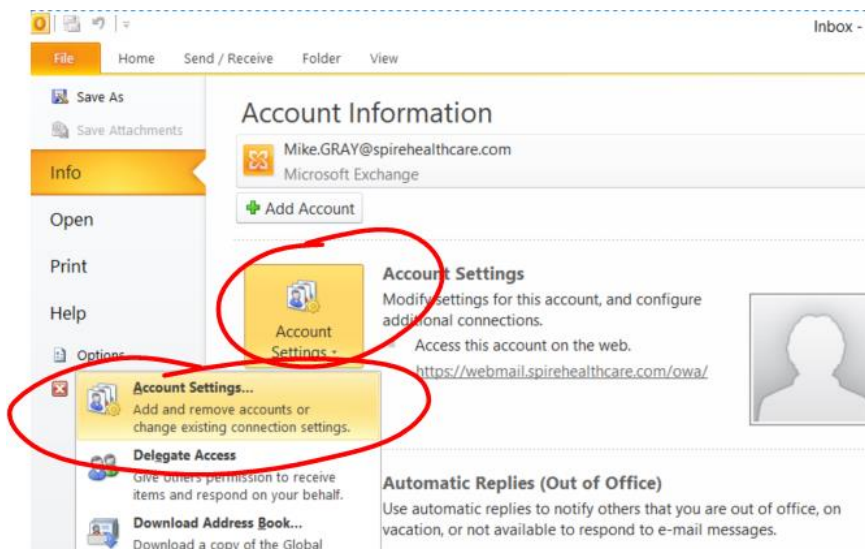


Adding a shared mailbox / calendar in Outlook 2010

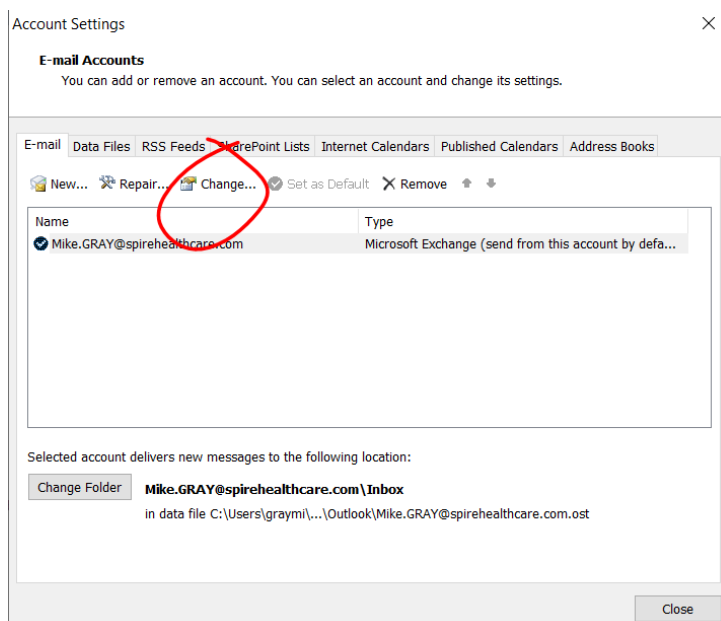
1. Open Outlook 2010 and select the File tab in the top left corner;



2. Select **Account Settings**, and in the drop down options select **Account Settings...**;



3. Click **Change...**;



4. Select **More Settings...**;

Change Account ✕

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server:

☒ Use Cached Exchange Mode

Type the user name for your account.

User Name:

5. Select **Advanced**;

Microsoft Exchange ✕

General **Advanced** Security

Exchange Account
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Exchange".

When starting
☒ Automatically detect connection state
☐ Manually control connection state
☐ Choose the connection type when starting
Default connection state
☒ Connect with the network
☐ Work offline and use dial-up networking
 Seconds Until Server Connection Timeout

6. Select **Add...**;

Microsoft Exchange ✕

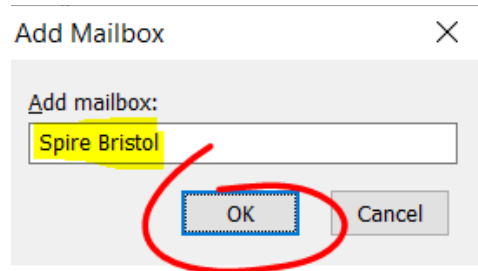
General Advanced **Security**

Mailboxes
Open these additional mailboxes:

Cached Exchange Mode Settings
☒ Use Cached Exchange Mode
☒ Download shared folders

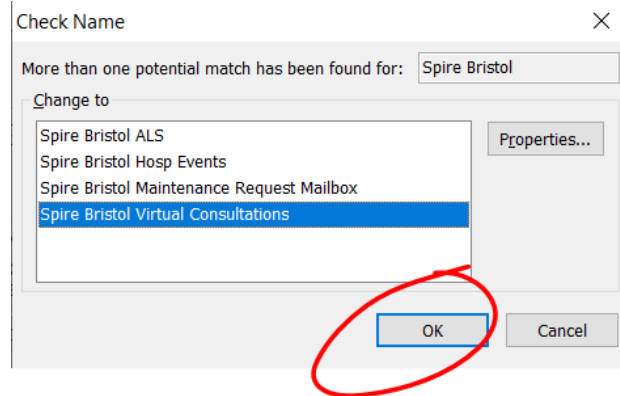
Mailbox Mode
Outlook is running in Unicode mode against Microsoft Exchange.

7. Type in the name of Spire Hospital and click **OK**;



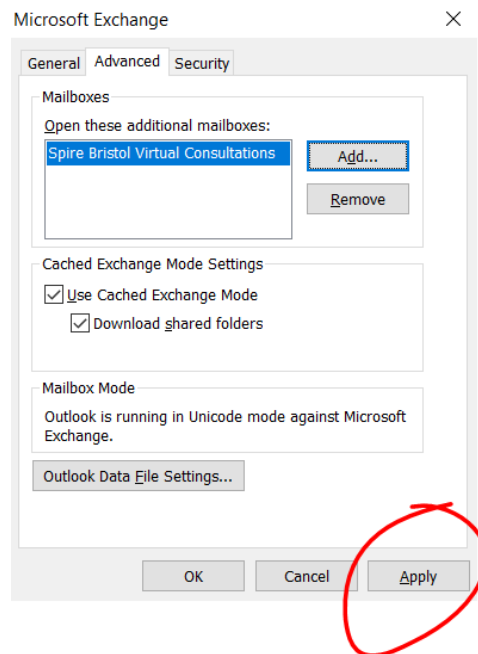
The 'Add Mailbox' dialog box has a title bar with a close button (X). It contains a label 'Add mailbox:' followed by a text input field containing 'Spire Bristol'. Below the input field are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red.

8. Select the name of the Shared Mailbox and click **OK**;



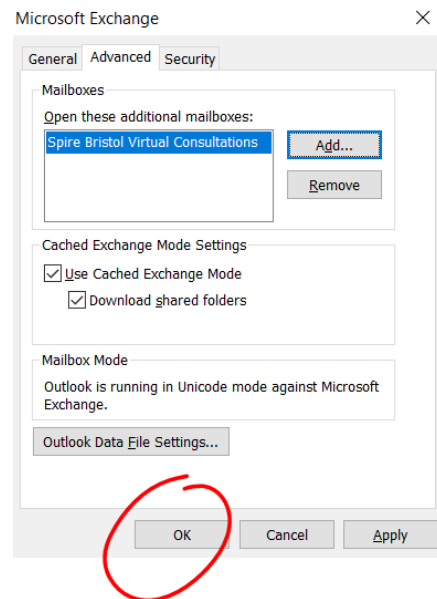
The 'Check Name' dialog box has a title bar with a close button (X). It contains a label 'More than one potential match has been found for:' followed by a text input field containing 'Spire Bristol'. Below this is a section titled 'Change to' with a list box containing four items: 'Spire Bristol ALS', 'Spire Bristol Hosp Events', 'Spire Bristol Maintenance Request Mailbox', and 'Spire Bristol Virtual Consultations'. The last item is selected and highlighted in blue. To the right of the list box is a 'Properties...' button. Below the list box are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red.

9. Click **Apply**;

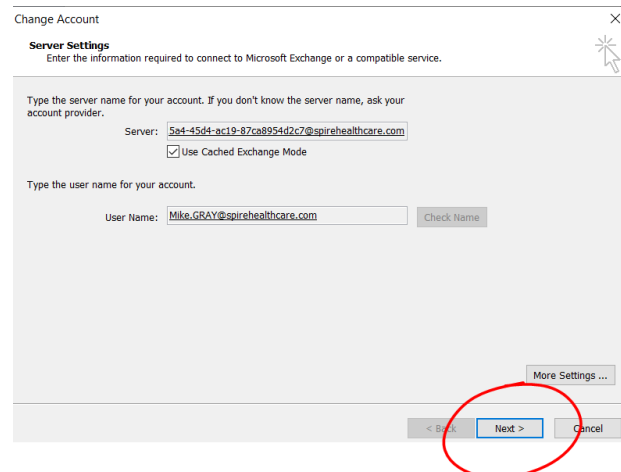


The 'Microsoft Exchange' dialog box has a title bar with a close button (X). It has three tabs: 'General', 'Advanced', and 'Security'. The 'General' tab is selected. It contains a section titled 'Mailboxes' with a label 'Open these additional mailboxes:' followed by a list box containing 'Spire Bristol Virtual Consultations'. To the right of the list box are two buttons: 'Add...' and 'Remove'. Below the list box is a section titled 'Cached Exchange Mode Settings' with two checkboxes: 'Use Cached Exchange Mode' and 'Download shared folders', both of which are checked. Below this is a section titled 'Mailbox Mode' with the text 'Outlook is running in Unicode mode against Microsoft Exchange.' and a button 'Outlook Data File Settings...'. At the bottom of the dialog box are three buttons: 'OK', 'Cancel', and 'Apply'. The 'Apply' button is circled in red.

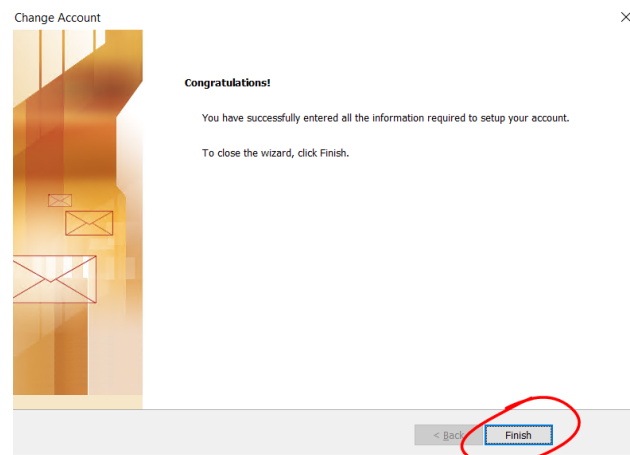
10. Click **OK**;



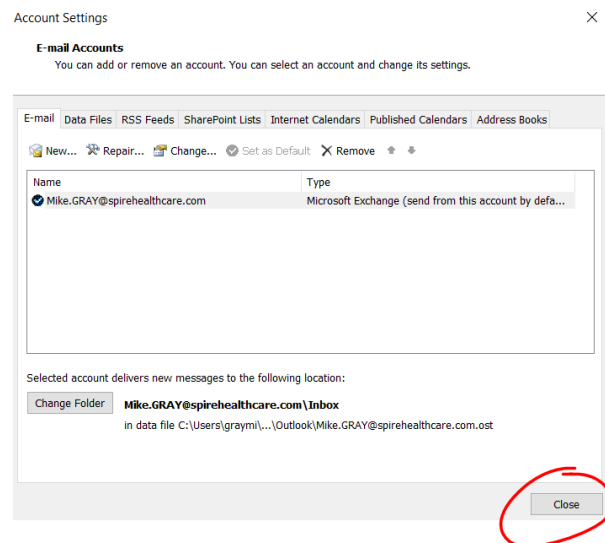
11. Click **Next>**;



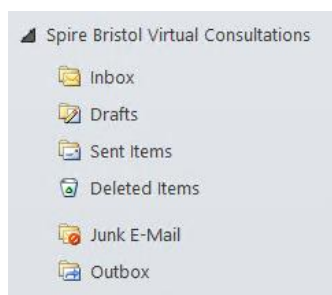
12. Click **Finish**



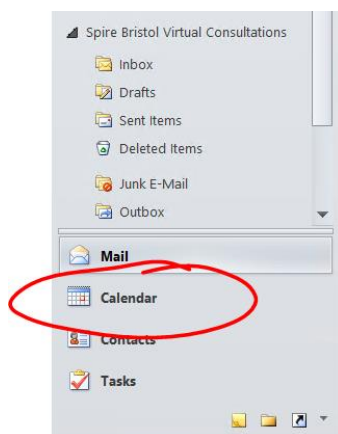
13. Click Close;



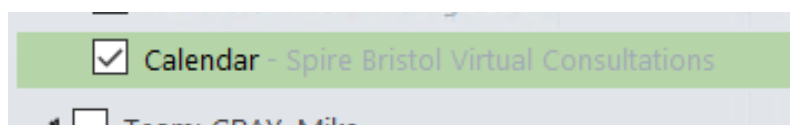
14. Your shared mailbox will now show in the left hand pane in Outlook 2010;



15. Select Calendar;



16. Place a tick next to the new shared calendar;





17. You can now see the new shared calendar alongside your personal calendar;

[illegible]