Adding a Shared Mailbox on Outlook 2016 on a Mac

1. Open the Outlook program on your Mac. In the top grey bar, select Tools, then Accounts.

2. In the window that appears, select your Exchange account and click Advanced.

3. Click the Delegates tab at the top of the window. In the section named People I am a delegate for, click the Add button (looks like a plus sign).

4. The Select User window will appear. Type in the name of the shared mailbox and click Find. Select the correct search result, and click Ok. Click Ok again to close the accounts window.
After a short period of time, the mailbox will appear as a folder in the left sidebar of Outlook.