NAPLES COMPUTERS
239-513-1960

Shared Mailboxes & Calendars

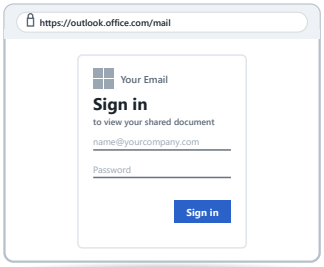
A team inbox everyone signs into as themselves.



We Make I.T. Happen!™

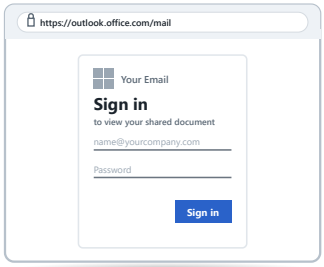
1 No Shared Password

Everyone signs in as **themselves**, not a shared login.



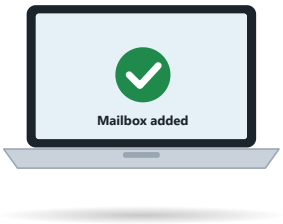
2 A Shared Mailbox Is Its Own Inbox

Think support@, info@, or billing@, **no individual owns it**.



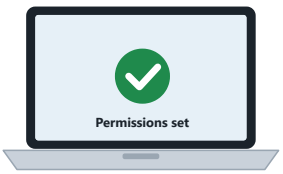
3 Full Access to Open It

It usually appears in Outlook **automatically**.



4 Send As or Send on Behalf

Send As looks like it's from the address; **Send on Behalf shows your name too**.



5 50 GB Included

A license raises that to **100 GB** if you ever need it.



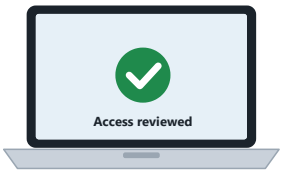
6 Share Your Calendar

Pick a permission level: **view, view details, or edit**.



7 Review Access Regularly

People change roles; **access should change with them**.



8 Use It for a Role, Not a Person

support@ **outlives whoever's answering it today**.



Good to Know

- A shared mailbox can't sign in on its own unless you assign it a license.
- Don't use a shared mailbox as a login for an app or service; create a real account instead.
- Ready for a setup or cleanup? Call **239-513-1960**.

Need Help?

Contact Naples Computers

239-513-1960

We Make I.T. Happen!™