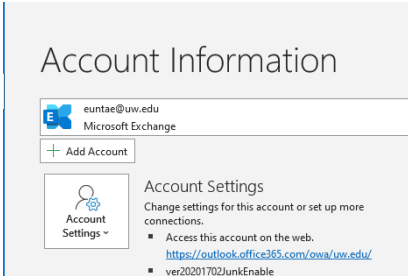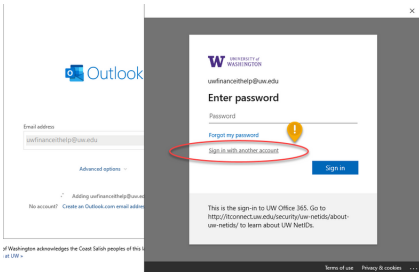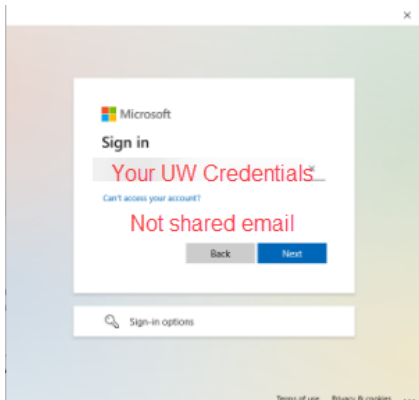# Setting Up Shared Email in Outlook

- From Outlook client, click on File > Add Account

- You will be prompted to login - Click Sign in with another Account

- When prompted, login with YOUR UW credentials

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