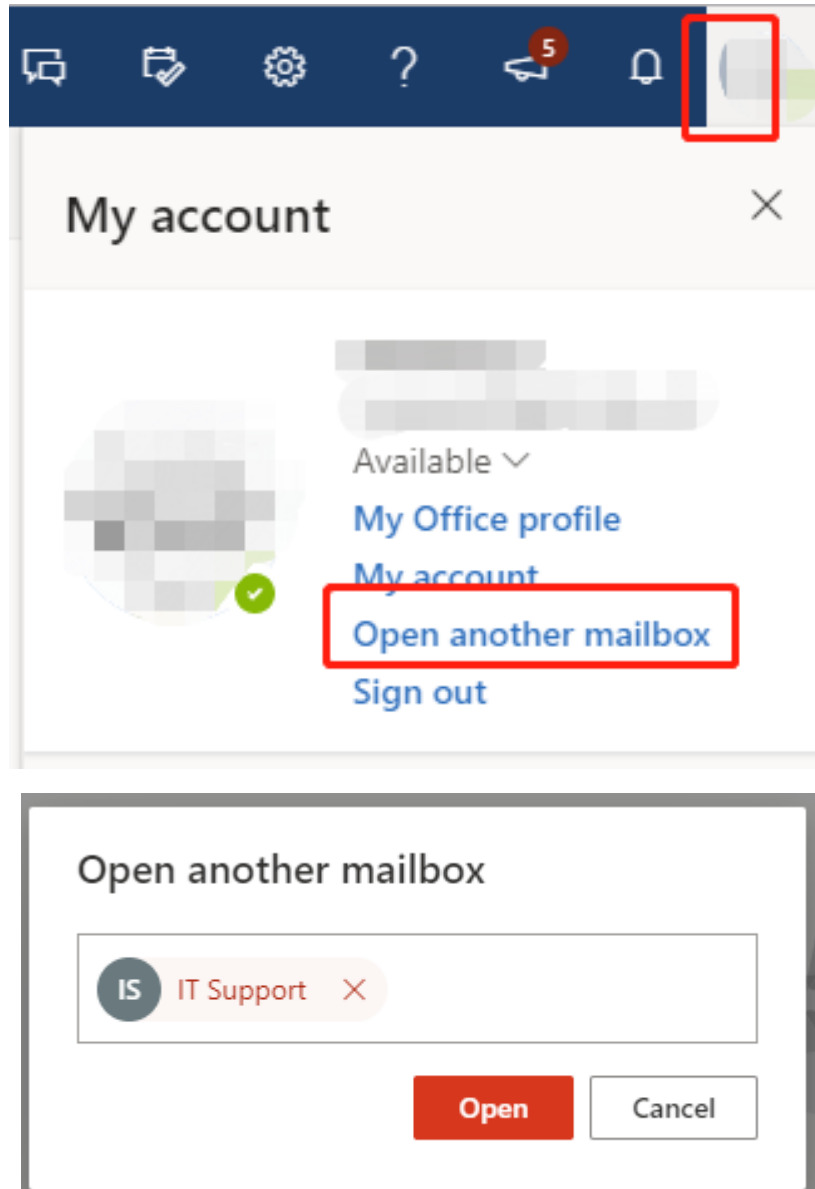




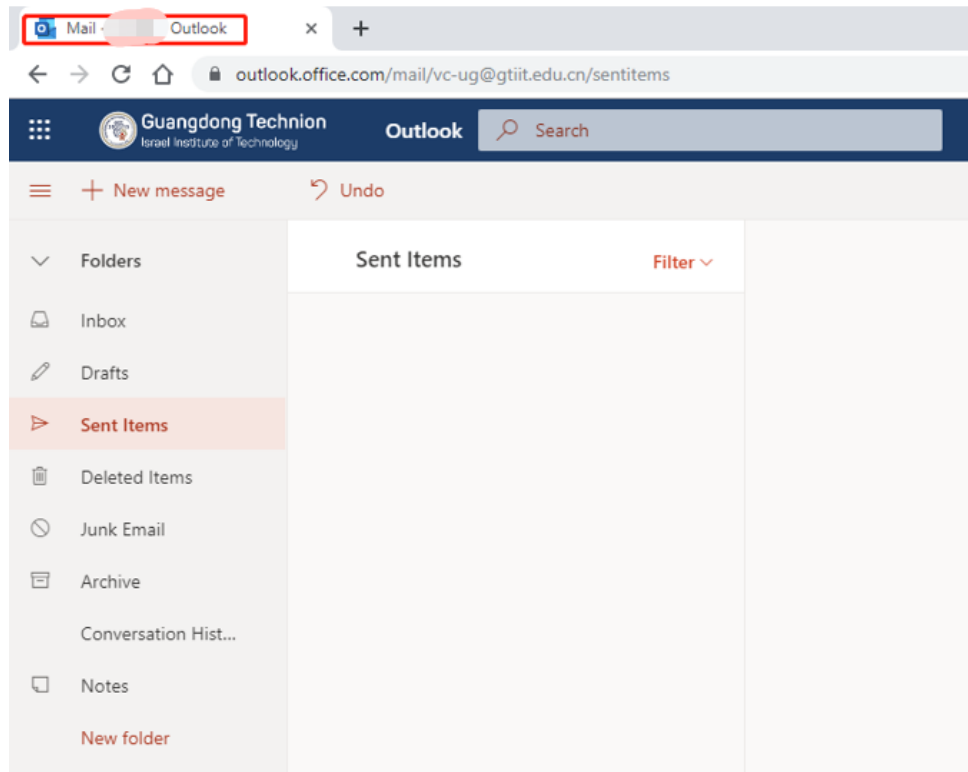
## How to use a shared email account

### 1 Open the shared email account in webmail (*Recommended*)

- 1) Go to <https://outlook.office365.com> or <http://mail.gtiit.edu.cn> ,
- 2) login with **your personal email**, on the upper right corner of the page, click your name, and then click 'Open another mailbox'.
- 3) Input the shared email account (*sharedmail@gtiit.edu.cn*), click open.

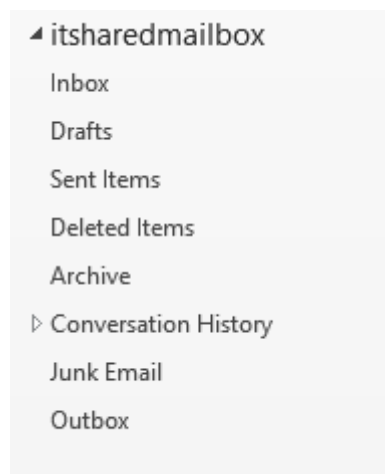


The shared account will be opened in a new tab, here you can send and receive emails of it.



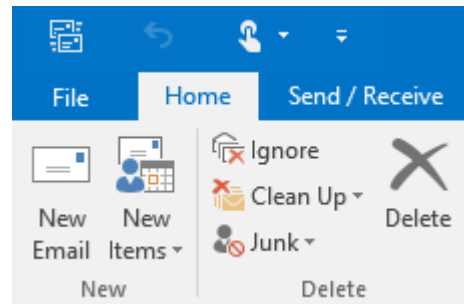
## 2 Use the shared email account with outlook client

If you use outlook client, you will see a folder named by shared mail you can use it as a normal email account.

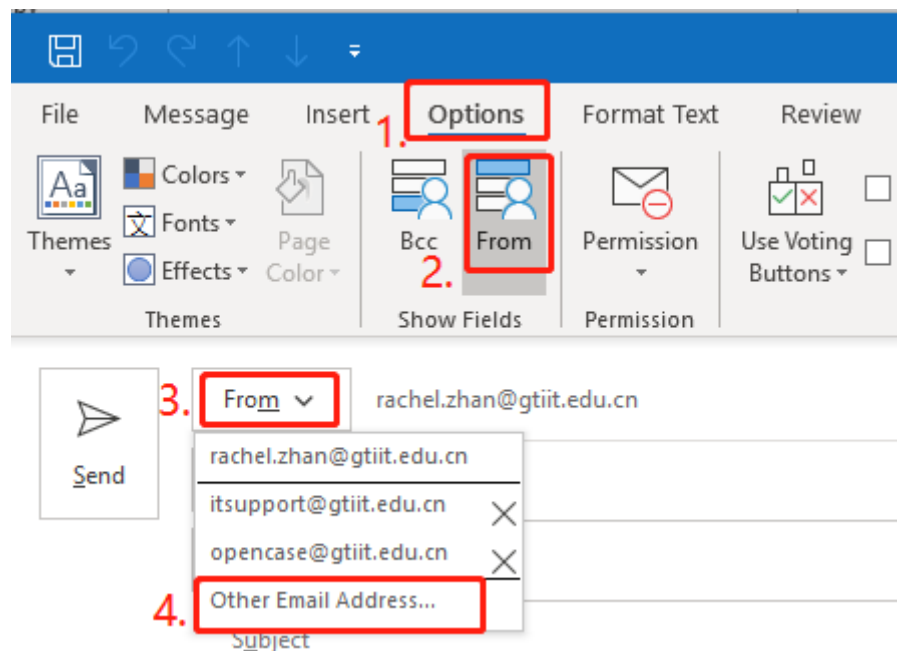


Set the shared mail as a sender in the outlook.

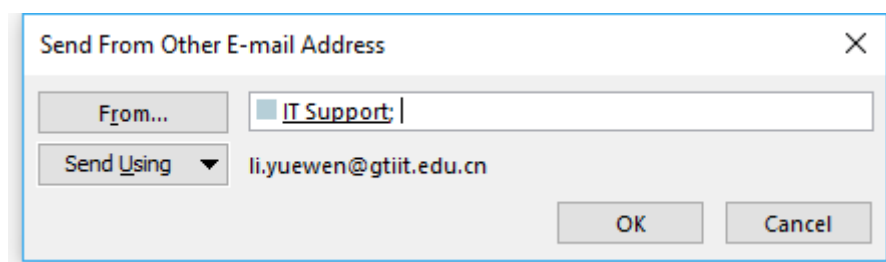
- a. Click New Email.



- b. In the new email, 1. click Options->2. select From->3. click "From" button->4. click Other E-mail Address.




- c. Input the shared mail then click OK.



- d. Choose the shared mail which you added as the sender.



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 <b>S</b> end	<b>From</b> ▾	itsupport@gtiit.edu.cn
	To...	<input type="text"/>
	Cc...	<input type="text"/>
	Bcc...	<input type="text"/>
	Subject	<input type="text"/>

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Thank you for your attention. Should you have any further questions? Please contact the IT Service Desk (<https://helpdesk.gtiit.edu.cn>).