Before You Begin

You will need to know the current password for the shared resource in order to reconnect using the steps below. If you are the resource administrator, but do not know the password, please contact the Help Desk at 773-508-4ITS to have the password reset.

Reconnecting to a Shared Email Resource

1. From Outlook, click on File in the upper left hand corner.

2. In the Info pane, select + Add Account.

3. The Add Account dialog box will appear. Fill in the following fields:
   - **Your Name** – Label the resource as you would like to appear in your mailbox.
   - **E-mail Address** – Type resourcename@luc.edu, replacing resourcename with the resource address (as it existed in GroupWise).
   - **Password** – Type the password for the resource.
   - **Retype Password** – Retype the password.

4. Select Next in the lower right hand corner.

5. On the next screen, select Finish.
Additional Notes

- Once the resource is added, you will be advised to close and reopen Outlook. To ensure that the account is added properly, please reboot the computer and log back in. When you restart Outlook, you should see the shared resource listed in the left panel of the screen, below your mailbox and folders.

- You’ll also notice a new drop down option, From, when you create a new message. This option allows you to specify the account from which the new message will be sent.

- If you require additional assistance or have any questions, please contact the Help Desk at (773) 508-4ITS (773/508-4487) or helpdesk@luc.edu.