

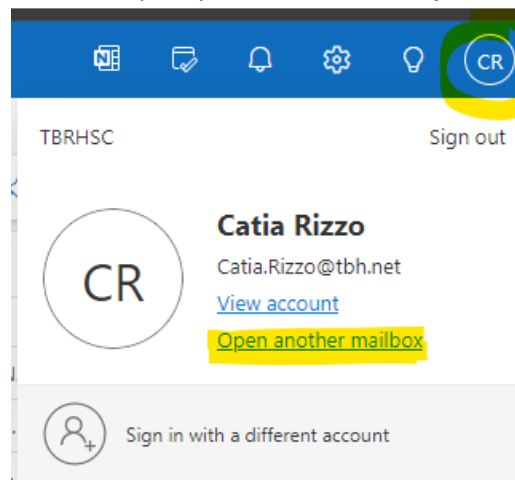


How to Open a Shared Mailbox

Accessing the Shared Mailbox

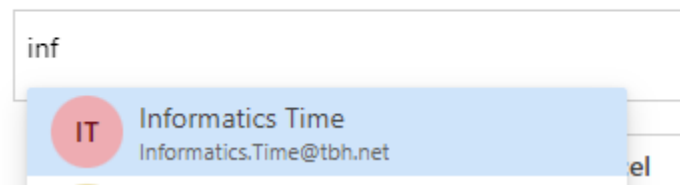
Note – you must have rights to the shared mailbox to open it. If unsure, please contact the Help Desk.

1. Login to Outlook Web with your account.
2. On the top right corner, click on your profile and Select **Open another Mailbox**.



3. Enter the name of the shared mailbox. It should display in the list.

Open another mailbox



4. Select the mailbox to open it. It will open in a new window in your browser.
5. Once in the shared mailbox, you can manage the account. Please see the instructions on How to Share a Calendar and How to Share folders if required.