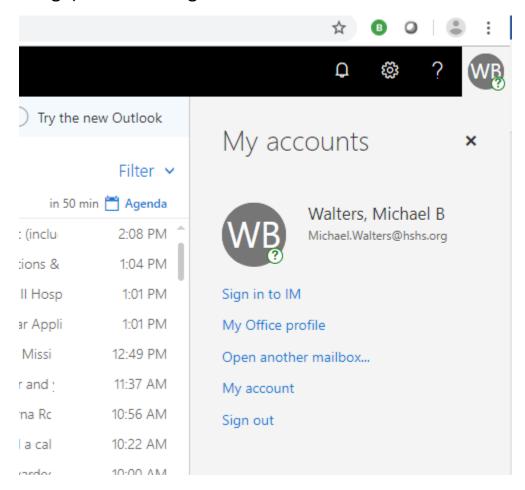
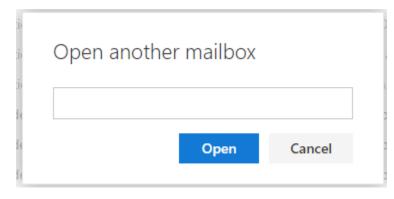
How to access shared mailbox from OWA

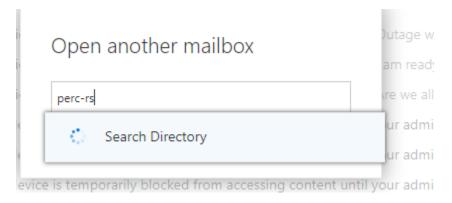
Within OWA, left click the circle (in most cases this will be your Outlook image) on the far-right side of the screen:



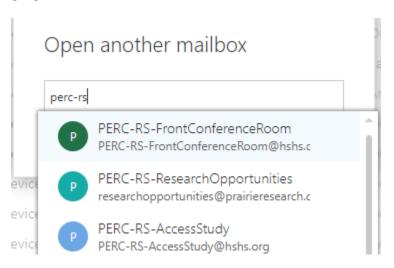
Select Open another mailbox, a window appears like below:

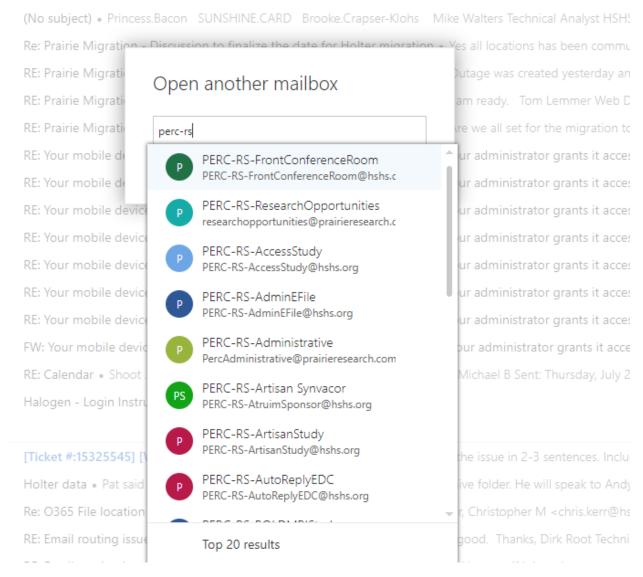


Type the name of the shared mailbox you are needing to open. You can type in the actual name of the mailbox, but If you do not remember the full name, you can type the first few letters of the mailbox, and select search:

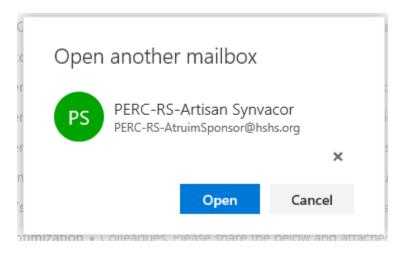


A list or listing of all mailboxes with the letter(s) entered will be shown:





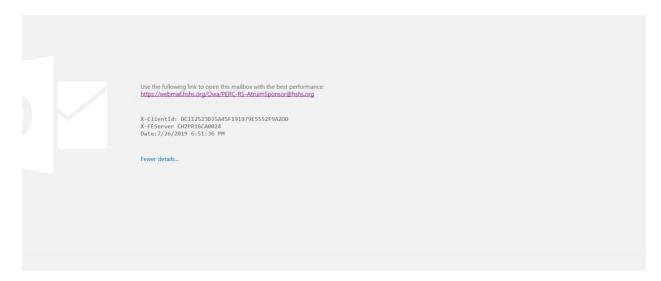
Select the correct mailbox and select open:



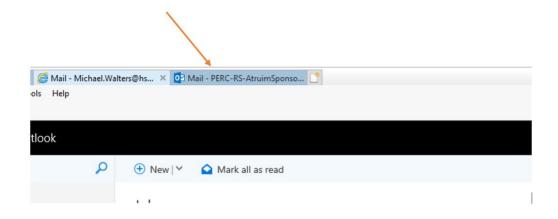
, It will then prompt you to log into the shared mailbox. Enter your domain\username and password and click sign in:

_	
	Outlook
	Domain/luser name:
	ii\mbwalters
	Password:
	→ sign in
	0 3
	Notice To All Hourly Colleagues
	If you are a non-exempt, hourly colleague, you are only authorized to access this site during your scheduled work time unless your job requires
	access this site during your scheduled work time unless your job requires or you have received prior authorization from your manager, if you are
	accessing this site during non-working hours, you must either be on call
	or have received prior authorization from your manager. If you are accessing this site on off-work hours you must record the hours as
	accessing this site on on-work mouts you must record the flours as worked hours on your time card. Please contact your manager to learn
	more about overtime authorization and payment. Failure to comply may
	be grounds for disciplinary action.
	HSHS Help Desk: 1-877-403-4357

Click the below link once authenticated to access the shared mailbox:



The shared mailbox will then appear on a separate tab in IE:



Any questions please contact the helpdesk.

Thank you.