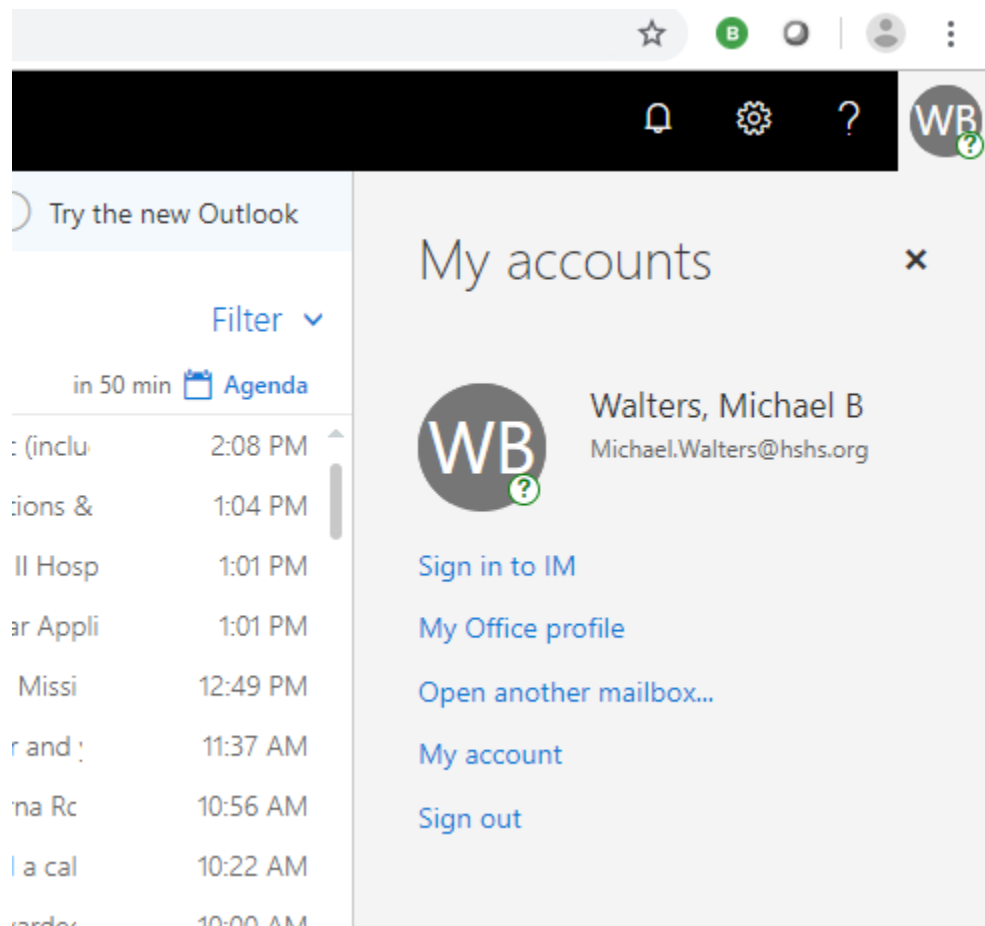
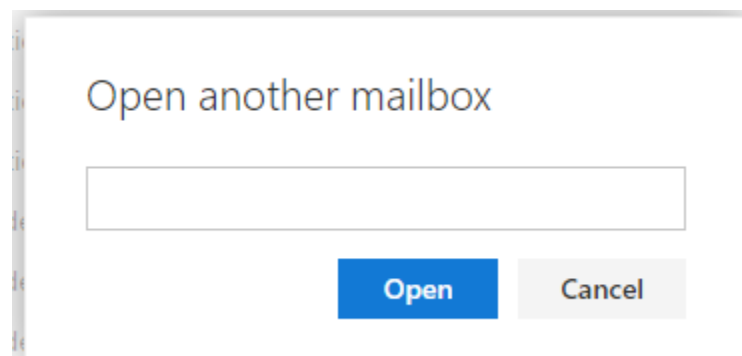


How to access shared mailbox from OWA

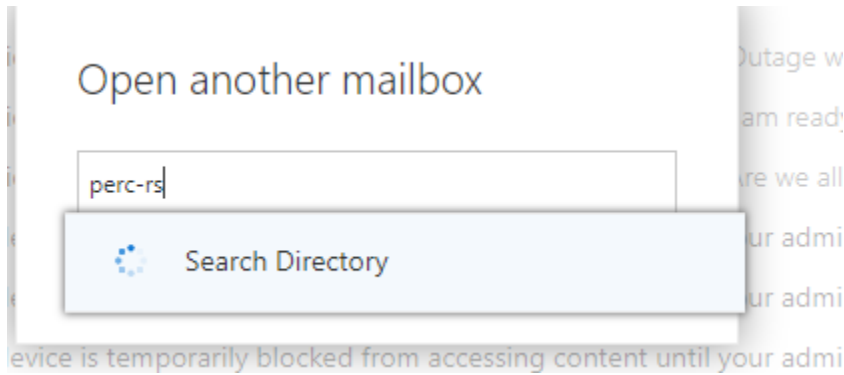
Within OWA, left click the circle (in most cases this will be your Outlook image) on the far-right side of the screen:



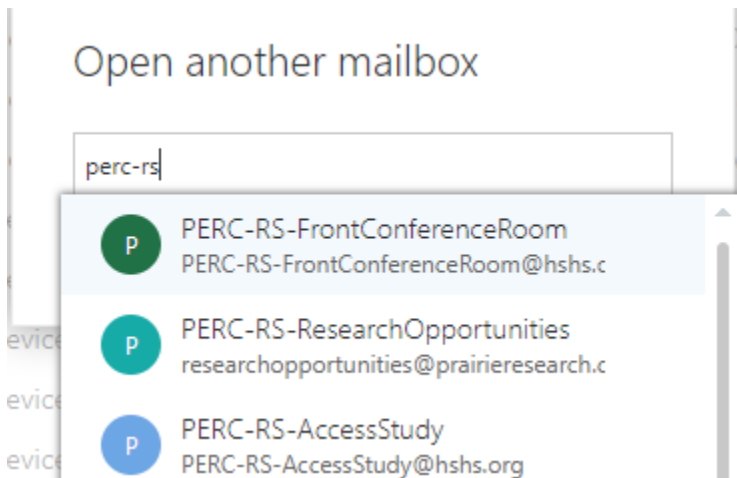
Select Open another mailbox, a window appears like below:

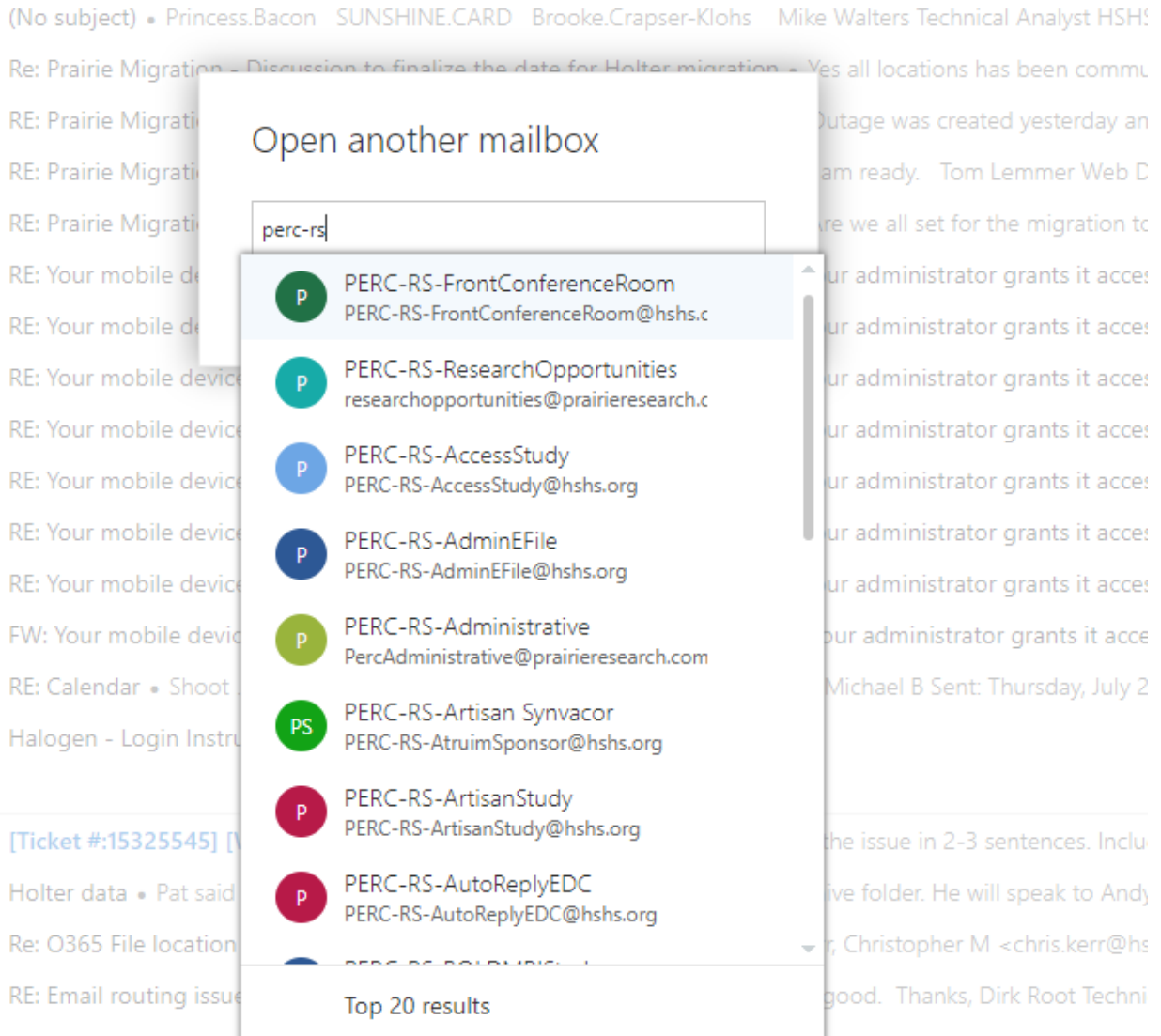


Type the name of the shared mailbox you are needing to open. You can type in the actual name of the mailbox, but If you do not remember the full name, you can type the first few letters of the mailbox, and select search:

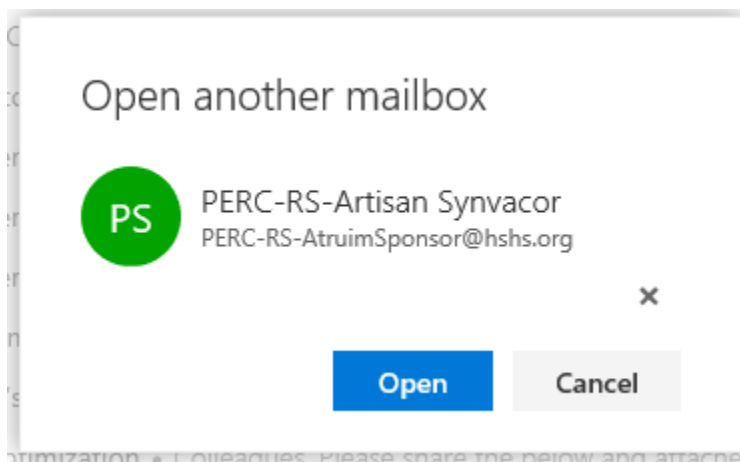


A list or listing of all mailboxes with the letter(s) entered will be shown:



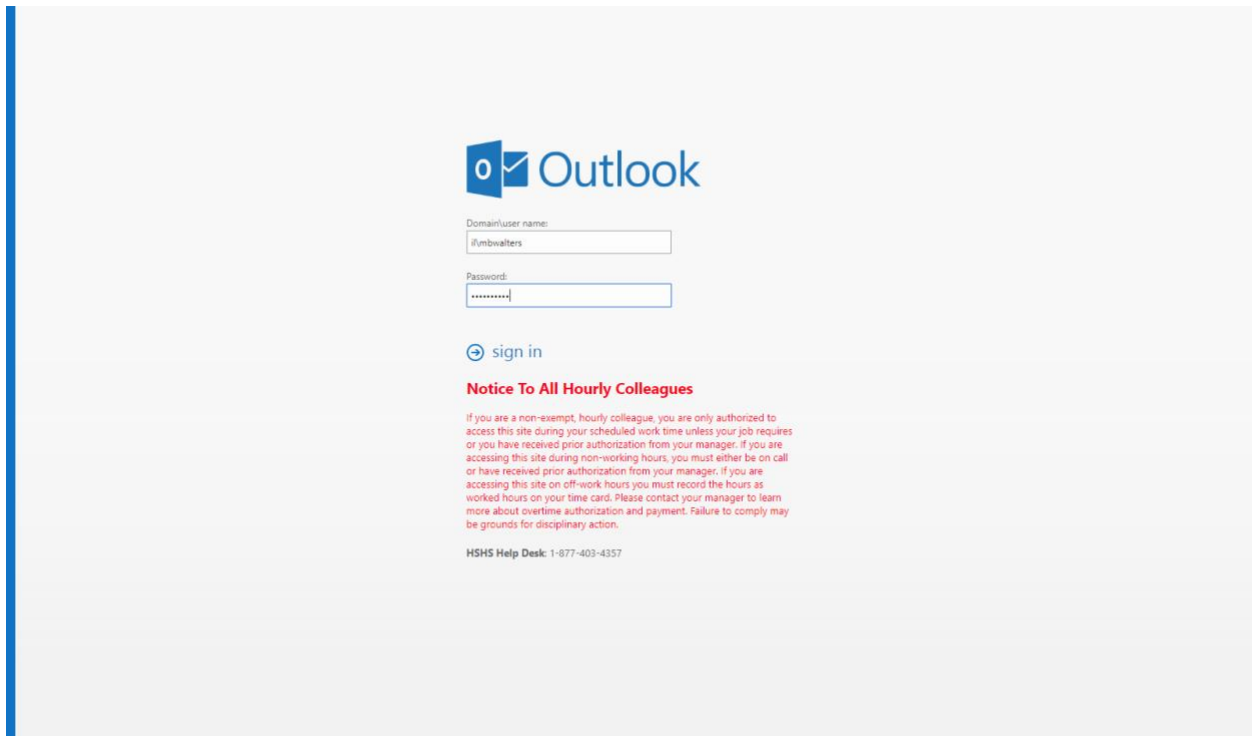


Select the correct mailbox and select open:

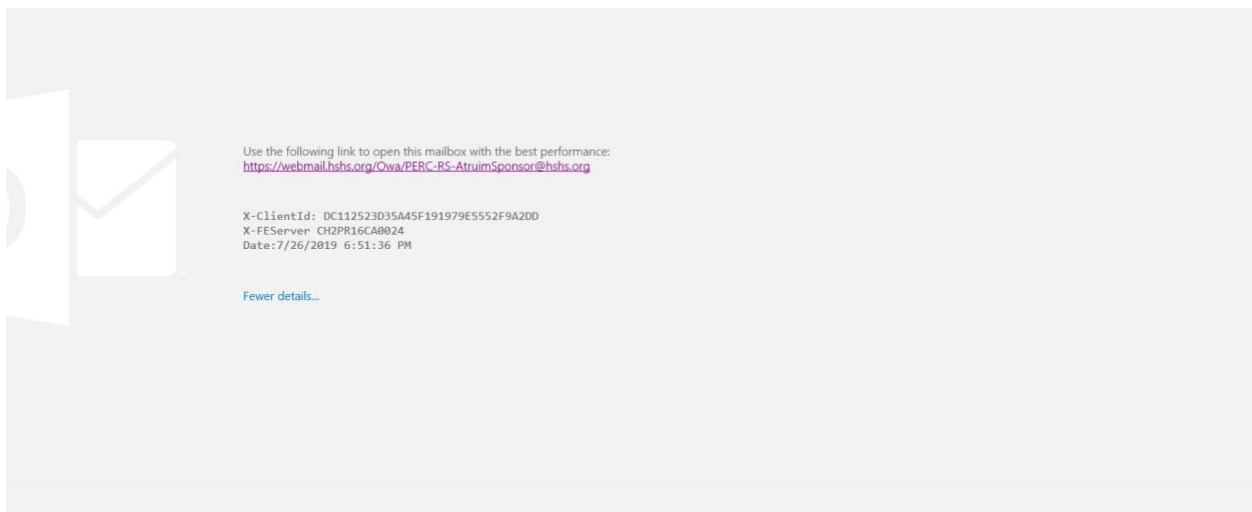


Optimization • Colleagues, please share the below and attached

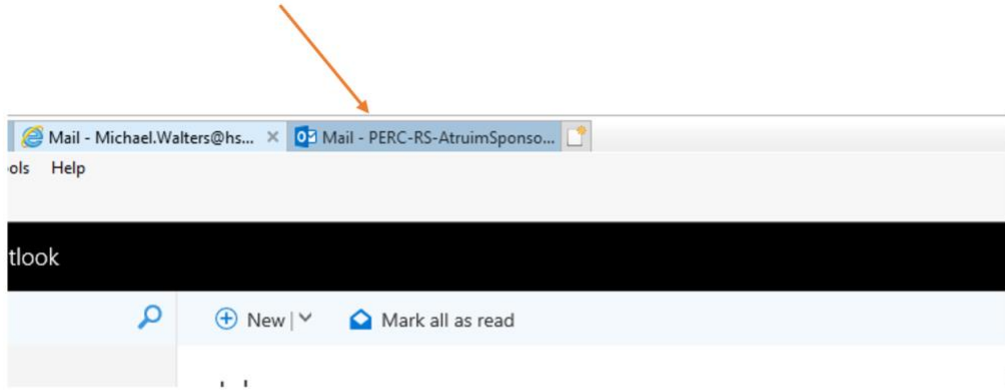
, It will then prompt you to log into the shared mailbox. Enter your domain\username and password and click sign in:



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.