Getting Started: Shared Mailbox

Accessing and Adding a Shared Mailbox

**Method 1 – Adding a shared mailbox to OWA** – Right click on the name of your mailbox and choose ‘Add shared folder...’.

Type the name or email address of the shared mailbox and click ‘Add’

This will add a shared mailbox to the left pane on OWA for you to access.

**Method 2 – Temporarily accessing a Shared Mailbox** – Click on your Initials on the top left of the page and click ‘Open another mailbox’.

Type the name or email address of the shared mailbox and click ‘Open’

This will open a new window with the shared mailbox as the primary email address.

Sending mail from shared mailbox.

**Step 1** - When sending mail you can turn on the ‘from’ field in the settings of the compose window and select the address you want to send from.

**Step 2** - Select the address you want to send the email from in the ‘From’ dropdown.