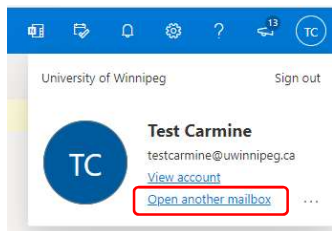




## UW - Adding a Shared Mailbox to Outlook - Office 365 Online

1. Open a web browser (**Firefox/Chrome/Edge/Safari**)
2. Visit <https://outlook.office.com>
3. Login with your account
4. Top right of the screen, click on your initials.
5. Select **Open another mailbox**.



6. In the window that pops up, type the shared mailbox name you wish to open, select it from the results, and then click on **Open**.



7. This will open your shared mailbox in a separate browser window if you have permissions to this shared mailbox.

