

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**.

| Open another mailbox | | Open another mailbox |
|----------------------------------|----|-------------------------|
| 3faculty-email-test@uwinnipeg.ca | | 3 3faculty-email-test × |
| 3faculty-email-test@uwinnipeg.ca | el | Open Cancel |
| Top 1 results | | |

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

