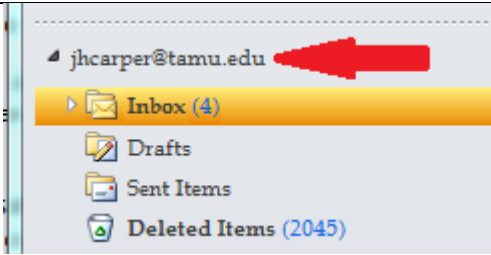
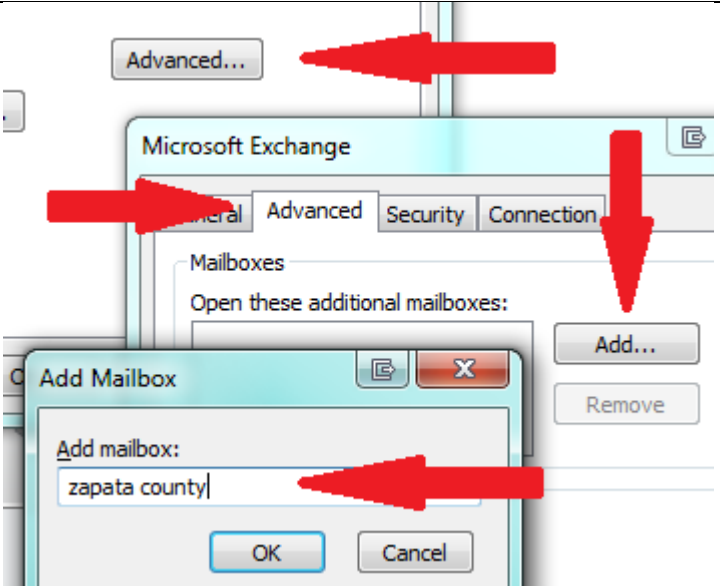
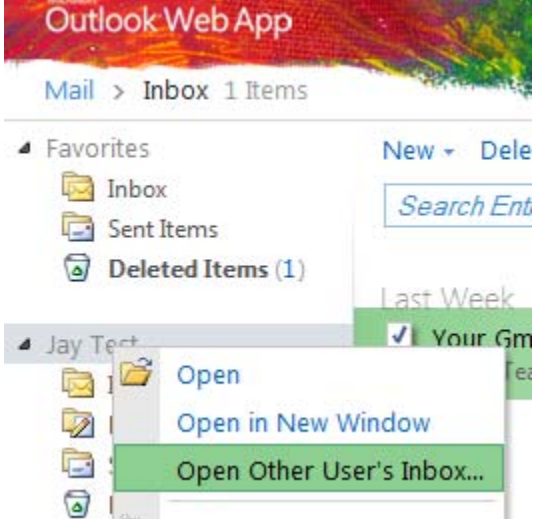
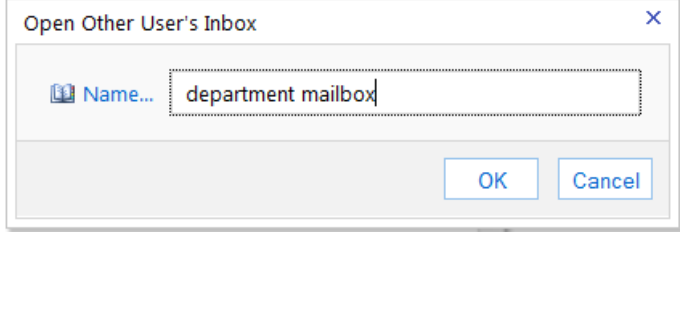
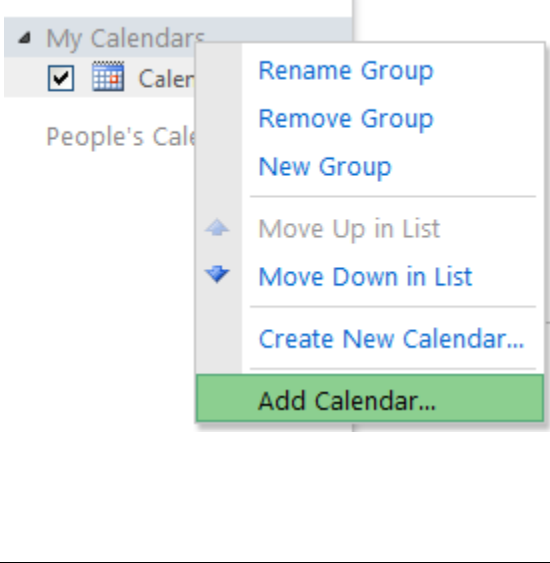


# Accessing a Shared Mailbox

## Adding a Shared Mailbox to Outlook

<ol style="list-style-type: none"> <li>1. Log into Outlook as yourself.</li> <li>2. Right-click on the top of your mailbox's information store and select Properties (or Data File Properties).</li> </ol>	
<ol style="list-style-type: none"> <li>3. Click on the Advanced button and then go to the Advanced tab.</li> <li>4. Click on the Add button to add an additional mailbox.</li> <li>5. Type the name of the additional mailbox into the "Add mailbox" field and click OK.</li> <li>6. Now you should be able to see the additional mailbox beneath yours.</li> </ol>	
<ol style="list-style-type: none"> <li>7. You can then access the Inbox, Calendar, Contacts or any other folder to which you have permissions.</li> </ol>	

## Adding a Shared Mailbox to OWA

<p><b>To add the shared inbox</b></p> <ol style="list-style-type: none"> <li>1. Log into OWA as usual.</li> <li>2. Right click on the root of your mailbox and select “Open Other User’s Inbox”</li> </ol>	 <p>The screenshot shows the Outlook Web App interface. The navigation pane on the left shows a mailbox named 'Jay Test' with folders for 'Inbox', 'Sent Items', and 'Deleted Items (1)'. A right-click context menu is open over the mailbox root, with the option 'Open Other User's Inbox...' highlighted in green. Other options include 'Open' and 'Open in New Window'.</p>
<ol style="list-style-type: none"> <li>3. Click on “Name” and choose the mailbox from the Global Address List. <b>OR....</b> Type the mailbox name into the blank and click OK. OWA will find the mailbox for you.</li> <li>4. Click OK again to verify the selection.</li> <li>5. You should see the new mailbox in the navigation pane to the left.</li> </ol>	 <p>The screenshot shows a dialog box titled 'Open Other User's Inbox'. It has a text input field labeled 'Name...' containing the text 'department mailbox'. Below the field are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted.</p>
<p><b>To add the shared calendar</b></p> <ol style="list-style-type: none"> <li>6. Click on the Calendar link at the bottom left to open your calendar.</li> <li>7. Right click on “My Calendars” and select Add Calendar.</li> <li>8. Click on “Name” and choose the mailbox from the Global Address List. <b>OR....</b> Type the mailbox name into the blank and click OK. OWA will find the mailbox for you.</li> <li>9. The new calendar will appear in the navigation pane to the left under “People’s Calendars.”</li> </ol>	 <p>The screenshot shows the Outlook Web App interface with the 'My Calendars' section selected. A right-click context menu is open over 'My Calendars', with the option 'Add Calendar...' highlighted in green. Other options include 'Rename Group', 'Remove Group', 'New Group', 'Move Up in List', and 'Move Down in List'.</p>
<ol style="list-style-type: none"> <li>10. Unfortunately, you cannot open another mailbox’s Contacts folder through OWA.</li> </ol>	