



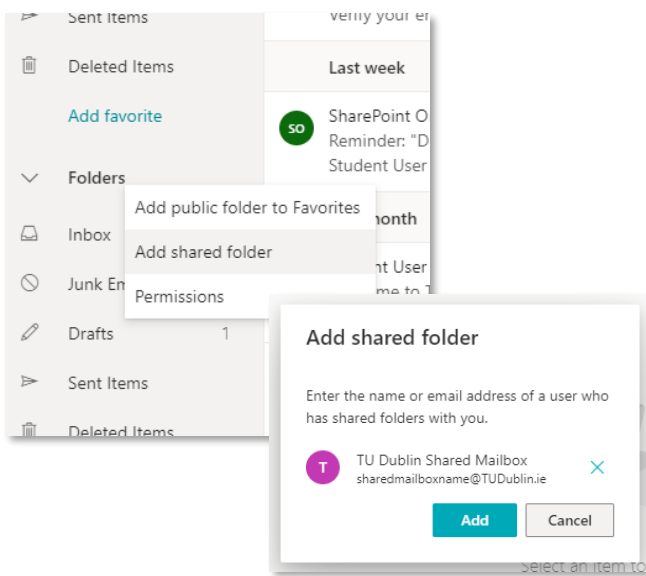
# Getting Started: Shared Mailbox

## 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'**

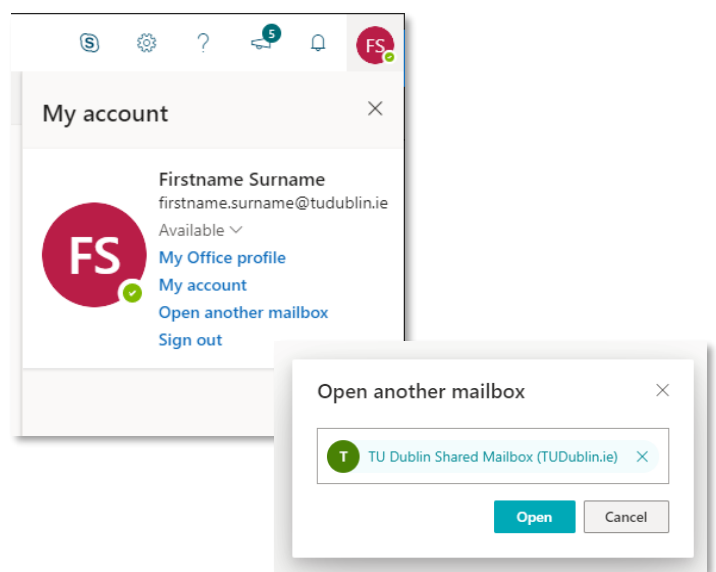
This will add a shared mailbox to the left pane on OWA for you to access.



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

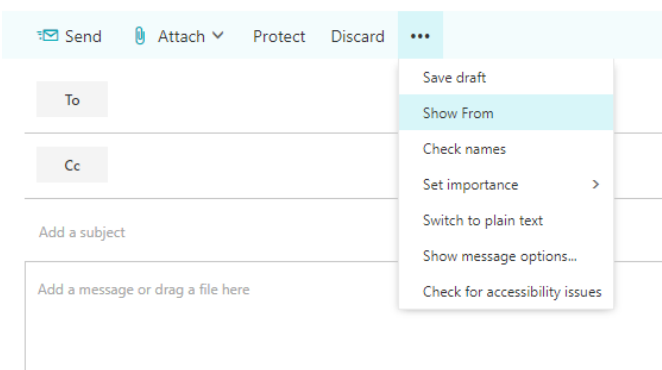
Type the name or email address of the shared mailbox and click **'Open'**

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.

