Office 365 – Open a shared mailbox in OWA (Outlook Web Access)

1. Open your email in OWA (outlook.com/furman.edu)

2. Right-click on your name in the left pane and select “Open Other User’s Inbox...” from the menu.

3. In the “Open Other User’s Inbox” window enter the name of the shared mailbox you are trying to access. You can click on the “Name...” button to see a list of users and shared mailboxes at Furman. After entering the name of the mailbox you wish to open, click “OK”.

![Image of OWA interface with “Open Other User’s Inbox...” highlighted]
4. Click on the Inbox beneath the name of the shared mailbox in the left pane to view messages.