Access Shared Mailboxes from WebMail
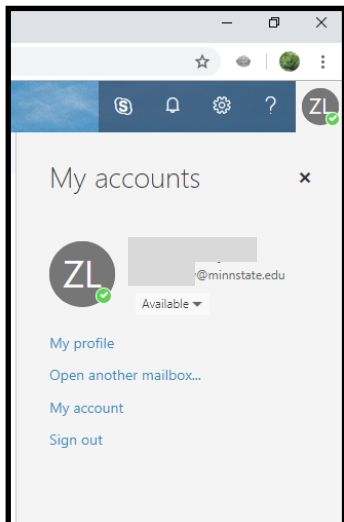
HOW TO I ACCESS SHARED MAILBOXES IF I AM USING THE WEBMAIL CLIENT?
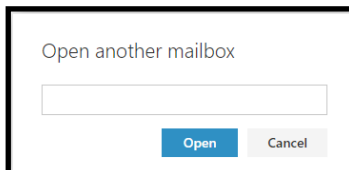
1. Log into your Webmail
- https://login.microsoft.com
- Intranet —> Email
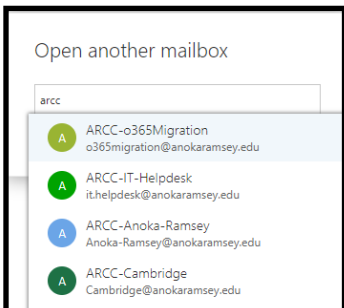- College website —> Faculty/Staff —> Email

2. Under your profile picture (upper right), click and select **Open another mailbox**

3. Enter the mailbox you want to open

4. Mailboxes that are assigned to you will begin to auto-populate.

5. Select the mailbox and click **Open**

6. The Shared Mailbox will open in a new browser window.