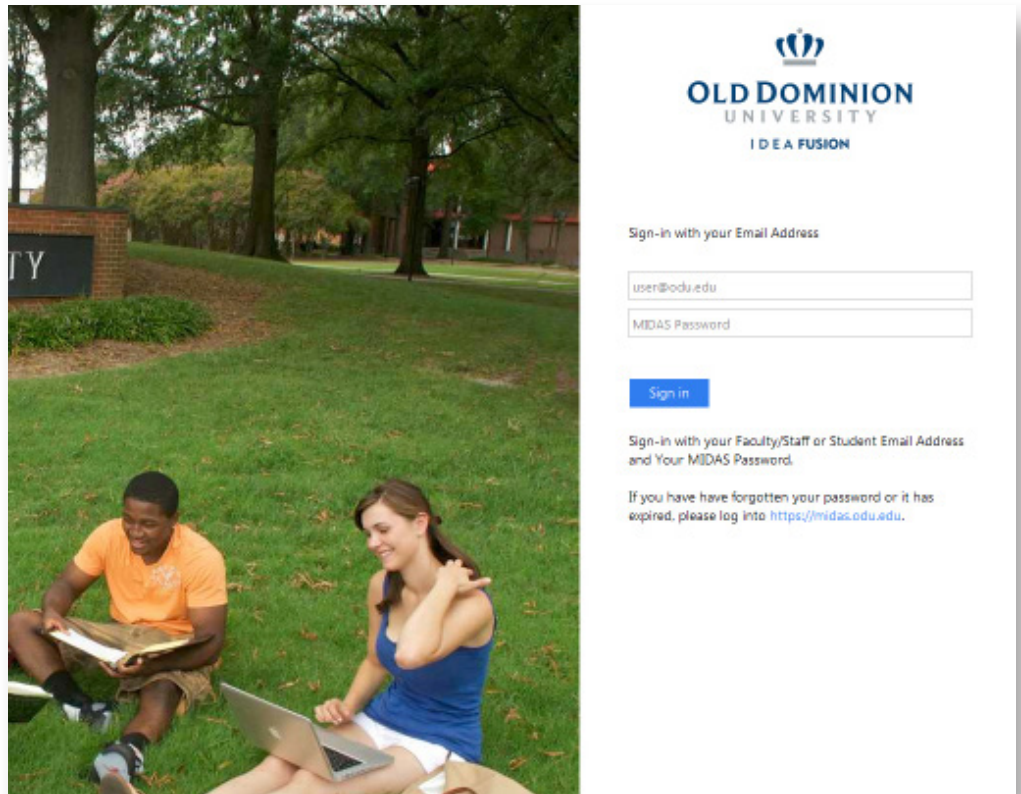


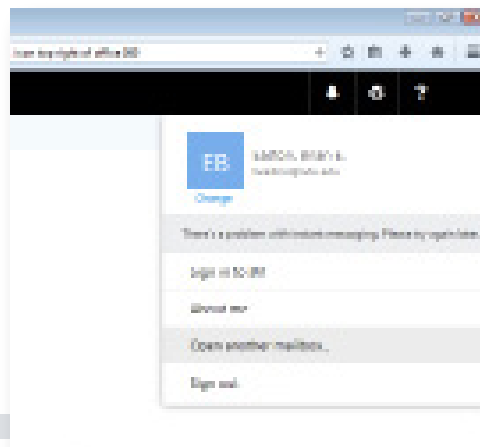
How to access a shared email account in Outlook Webmail

These instructions will walk you through how to access a shared email account in Outlook Webmail.

1. Go to outlook.odu.edu to log in to Outlook Webmail directly, or go to office365.odu.edu to log in to the Office 365 Portal and click **Mail**.

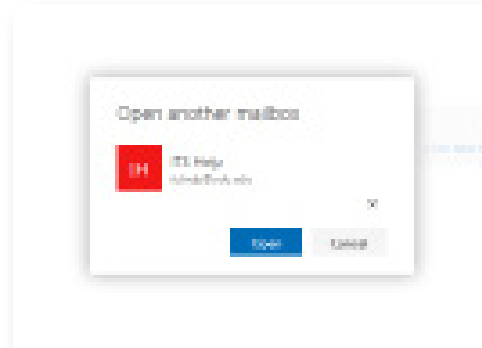


2. Once in Webmail, click on the top right corner of the screen (next to the question mark), and click **Open another mailbox ...**





3. A pop up box with **Open another mailbox** will appear. Enter the email address of the shared email account and click **Search Directory**. The mailbox name should replace the search box. Click **Open** and the shared email account will open in another tab of your browser.



Alternatively, you can access a shared email account by adding the email address of the shared account to the end of the following URL:
<https://outlook.office.com/owa/>

For example, to access the mailbox "sharedemail@odu.edu," you can go directly to <https://outlook.office.com/owa/sharedemail@odu.edu>.