How to access a shared email account in Outlook Webmail

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

1. Go to outlook.odu.edu and log in with your ODU email address (not the shared mailbox address) and MIDAS password.

2. Once you’re logged in, click on your profile icon (in the top right), then click Open another mailbox.
3. In the **Open another mailbox** window, start typing the shared email address; click on the name of the shared account when it appears in the auto-populated list.

3. Click **Open**, and as long as you have permissions to access the account, 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/mail/](https://outlook.office.com/mail/)

For example, to access the mailbox “sharedemail@odu.edu,” you can go directly to [https://outlook.office.com/mail/sharedemail@odu.edu](https://outlook.office.com/mail/sharedemail@odu.edu).