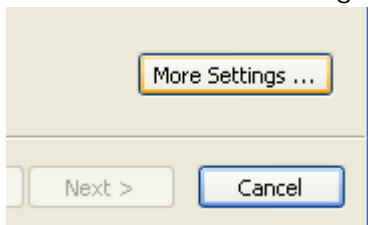# Opening a Shared Mailbox

A shared mailbox is a mailbox containing: calendar items, mail items, and contacts that are accessed by more than one person. Information on requesting a shared mailbox can be found on the Exchange How To page.

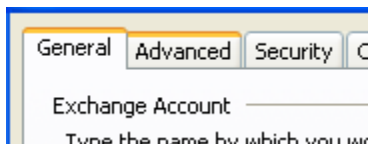## Opening a Shared Mailbox in Outlook

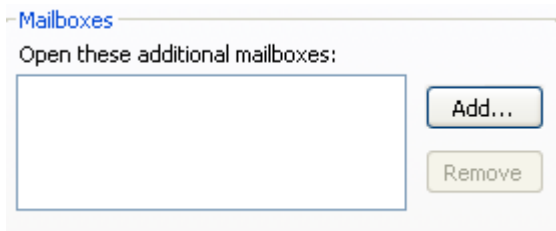1. Click on Tools\Account Settings…
2. Click on the "Change…" button.
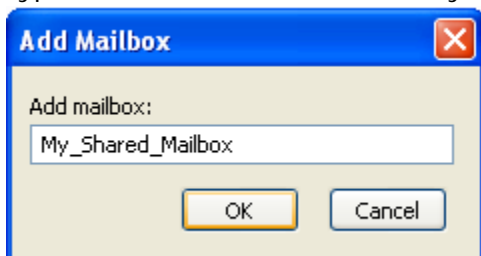
3. Click on the "More Settings…" button.

4. Click on the "Advanced" tab.

5. In the Mailboxes section click on the "Add…" button.

6. Type in the Name of the Mailbox you would like to connect to and click OK.

7. Click OK to return to Email Accounts.
8. Click Next then Finish and then Close to return to Outlook. You will see the new mailbox list beneath your other Mail Folders. You will also see a new calendar in your calendars and a new contact group in your contacts which corresponds to the new mailbox.
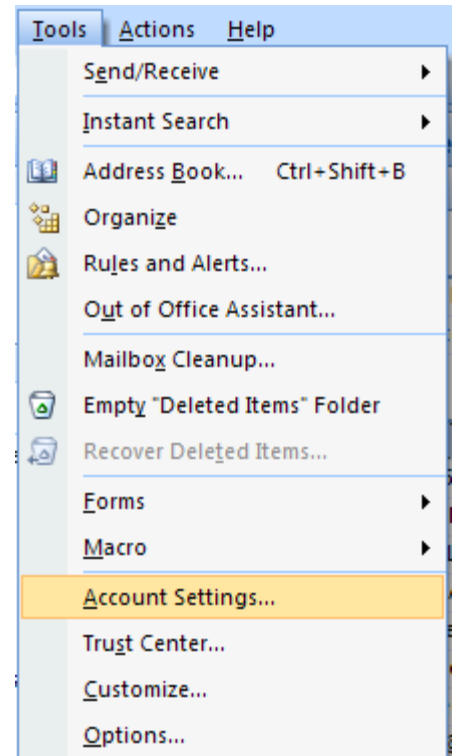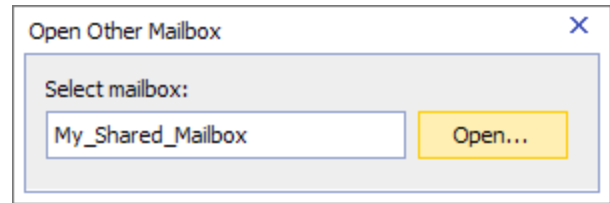
## Opening a Shared Mailbox in Outlook Web Access (OWA)

1. In OWA, click on your name in the upper right hand corner of the screen.
2. This will reveal the "Open Other Mailbox" window.



3. In this window, type in the name of the mailbox you would like to connect to and click on the "Open..." button.
4. This will open a new window with the mailbox you entered in it.



\*Note: The "Open Other Mailbox" feature is only available if you are using the full version of OWA, not the light version.