How to access a Shared Mailbox if you have a Google email account

You can access an Exchange Online shared mailbox without logging into a personal Exchange account.

Open a web browser and directly log in to a shared mailbox by typing the address of the shared mailbox into the web browser. Use the format: https://outlook.office.com/owa/shared-mailbox-name@udel.edu.

When prompted, log in using your UDelNetID@udel.edu account, password, and Microsoft multi-factor authentication (MFA) code. Instructions for setting up you MFA code can be found at: https://www1.udel.edu/it/help/microsoft/mfa/index.html.

If you have questions, please contact oet-help@udel.edu, use the help request form at www.oet.udel.edu or call at 302-831-8162.