

# 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 UDeINetID@udel.edu account, password, and Microsoft multi-factor authentication (MFA) code. Instructions for setting up your 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](mailto:oet-help@udel.edu), use the help request form at [www.oet.udel.edu](http://www.oet.udel.edu) or call at 302-831-8162.