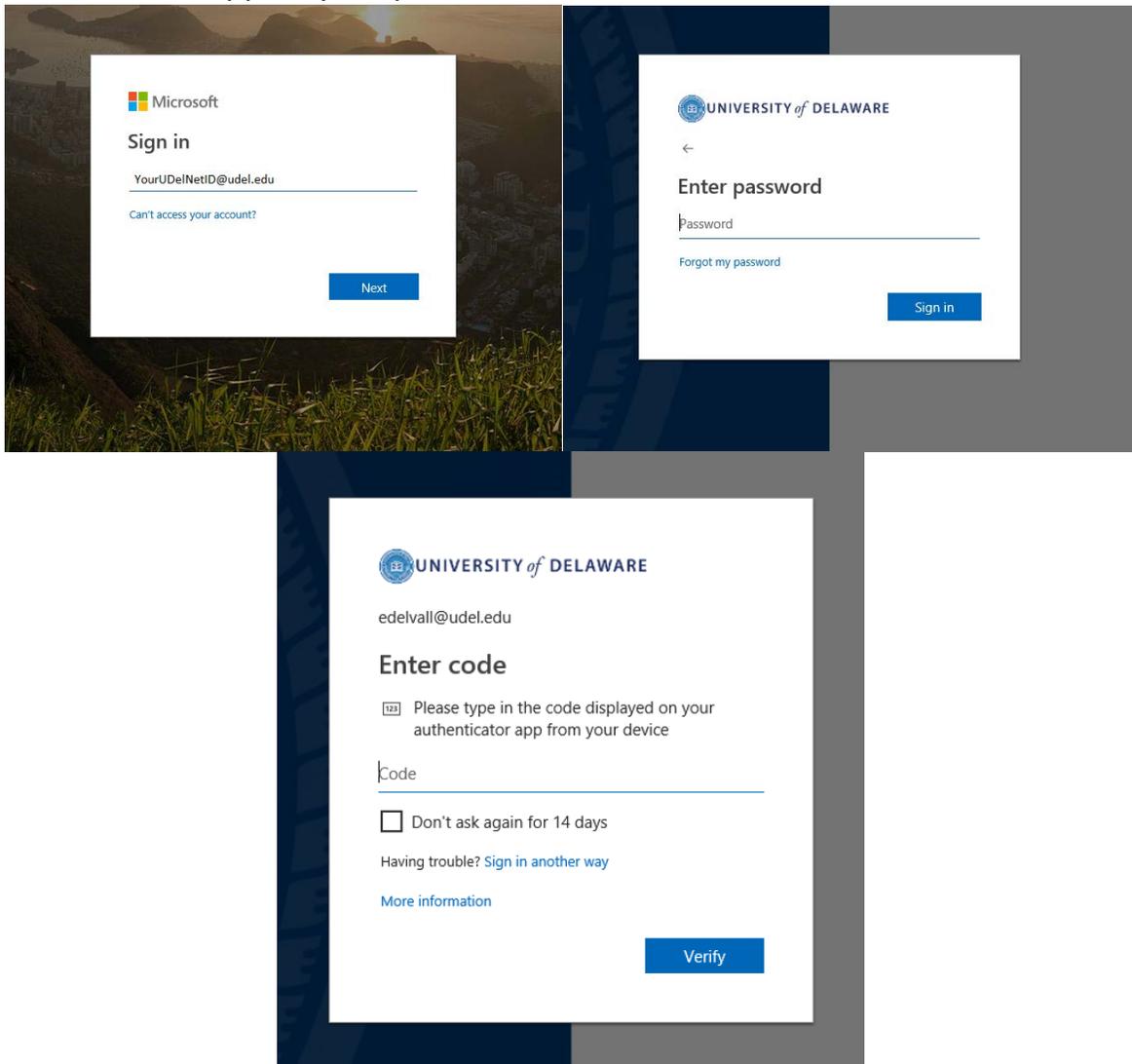
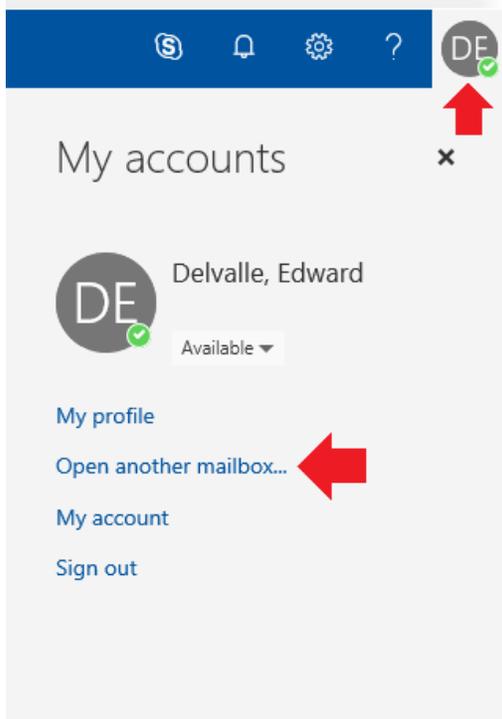


How to access a Shared Mailbox using the Outlook Web Application

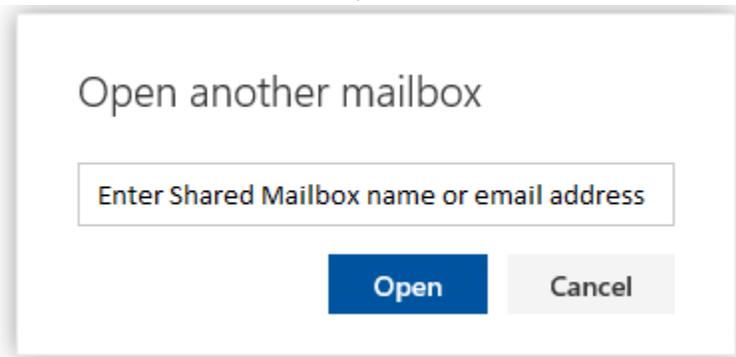
1. Log in to <http://outlook.office.com/owa> with your UDeINet ID, password, and the Microsoft Multi-Factor Authentication (MFA) code using the authenticator app on your phone.



2. Once you are logged in, click your initials in the upper right corner, and click **Open another mailbox**.



3. In the **Open another mailbox** window type the full name or email address of the shared mailbox, select it from the list and Click **Open**.



4. The shared mailbox will open in a new browser tab for you to access.

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