How to access a Shared Mailbox using the Outlook Web Application

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

Microsoft	BUNIVERSITY of DELAWARE
Sign in	÷
YourUDelNetID@udel.edu	Enter password
Can't access your account?	Password
	Forgot my password
	Next Sign in
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2.	
	UNIVERSITY of DELAWARE
	edelvall@udel.edu
	Enter codo
	authenticator app from your device
	Code
	Don't ask again for 14 days
	Having troubler Sign in another way
	More information
	Verify

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

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My profile				
Open anoth	er mailbox			
My account				
Sign out				

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 <u>oet-help@udel.edu</u>, use the help request form at <u>www.oet.udel.edu</u>, or call us at 302-831-8162.