Accessing a Shared Mailbox from Outlook Web Access (Delegate) Edition

**What is this:** This document will outline how to access a shared mailbox as an authorized delegate from within Outlook Web Access.

1) Launch an Internet browser and navigate to [https://post.uww.edu](https://post.uww.edu)
2) At the sign on page, enter your account (Net-ID) and password granted access to the shared account.

3) Upon sign on, locate your name at the top of your mailbox. Right click this area and select the Add shared folder... menu option.
4) A search window will appear, enter the name or email address of the shared mailbox and it will auto-populate. If it does not, select the **Search contacts and directory option**.

5) The shared mailbox you have been delegated access to will now appear underneath that of your account (Net-ID). By default, it will appear in a collapsed state, you can expand it to by clicking the right facing arrow.