Accessing a Shared Mailbox from Outlook Web Access

**What is this:** This document will outline how to access a shared mailbox as its owner 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 (NetID) and password granted access to the shared account.

3) Upon sign on, navigate to the upper right of the screen to your name and click on the available down-arrow to expose the **Open another mailbox...** 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) A new window will launch containing the mailbox of the shared account.