Sending Emails Through A Shared Mailbox From Outlook Web Access

**What is this:** This document will outline how to send an email as the shared mailbox through Outlook Web Access. *Note - This process requires the individuals performing this action to have the appropriate (Send As) permission to this shared account first assigned to their own account (NetID).*

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 that has been granted access to this account.

![Login Page](https://post.uww.edu)

3) Upon sign on, navigate to the upper left of the screen and select the **New Mail** link.

![New Mail Link](https://post.uww.edu)

4) A new email template will appear to the right, locate and click the (...) on the row of email actions, this will expose the **Show From** as a menu option.
5) The **From** field will appear above the **To** field. The contents of the **From** field will default to your email address associated with your NetID. Replace this with the email address of the shared mailbox. **Note – This action will be required for each email sent through the shared account.**

![Image of email interface with From field highlighted]

To: 

Cc: 

Subject: 

From: rbac-elliot@uw.edu