

How to add a Shared Mailbox as an additional account in O365 web mail

If you need any help with this set up, please contact SID

- 1. Log in to your individual University Email in Office365 (<u>https://email365.ex.ac.uk</u>) with your full email address and password.
- 2. If 'More' is showing on the left hand folder menu, first click on it:

 Folders 	
Inbox	612
Drafts	
Outbox	
Sent Items	1
Deleted Items	145
JISC O365 user grouț	1071
More	

3. You should see the list of your Favourites and own Inbox folders under your name:



4. Right click on your name and click 'Add Shared Folder'



5. Type in the name of the Shared mailbox you want to add

Enter the name or email address of a user who has shared folders with you.	Add shared fo	older	
	Enter the name or emainshared folders with you	il address of a us	er who has
	I		

6. O365 will start to search for matching mailbox names as you type

rt	Add sl	hared folder	
	Enter the r shared fold	name or email address of a user who has ders with you.	
	as		4
	AP	AS Purchasing aspurchasing@exeter.ac.uk	
	Q	Search Directory	

7. When you find the shared mailbox you want, click on it in the list and then click Add

Add s	hared folder	
Enter the shared fo	name or email address of a user Iders with you.	who has
AP	AS Purchasing aspurchasing@exeter.ac.uk	
		×
	Add	Cancel

8. You will then see the shared mailbox in the left-hand menu, where you can access it each time you log in to O365 web mail

