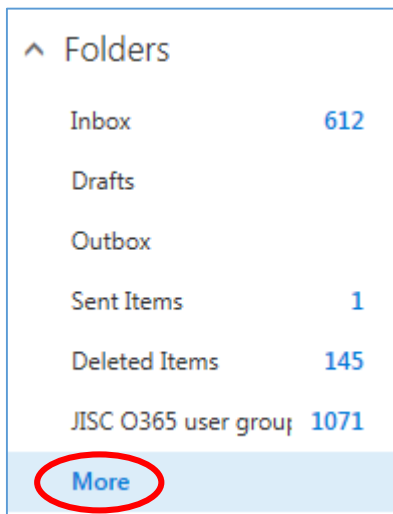


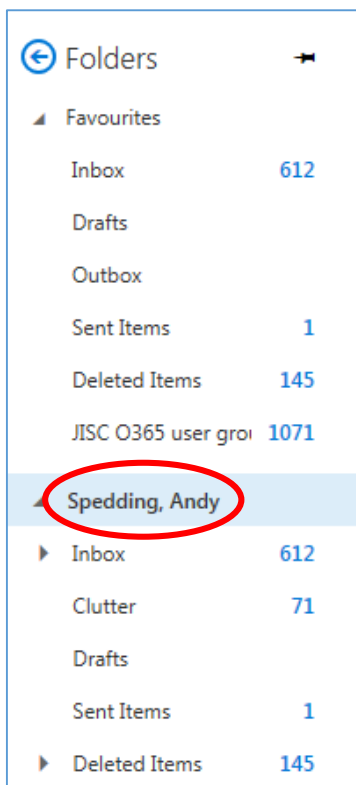
How to add a Shared Mailbox as an additional account in O365 web mail

If you need any help with this set up, please contact [SID](#)

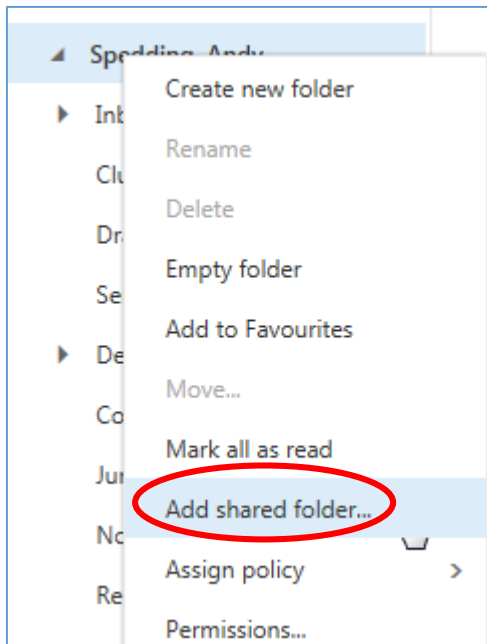
1. Log in to your individual University Email in Office365 (<https://email365.ex.ac.uk>) with your full email address and password.
2. If 'More' is showing on the left hand folder menu, first click on it:



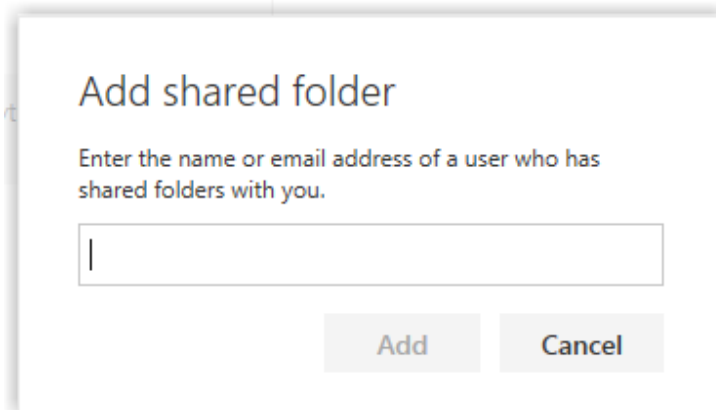
3. You should see the list of your Favourites and own Inbox folders under your name:



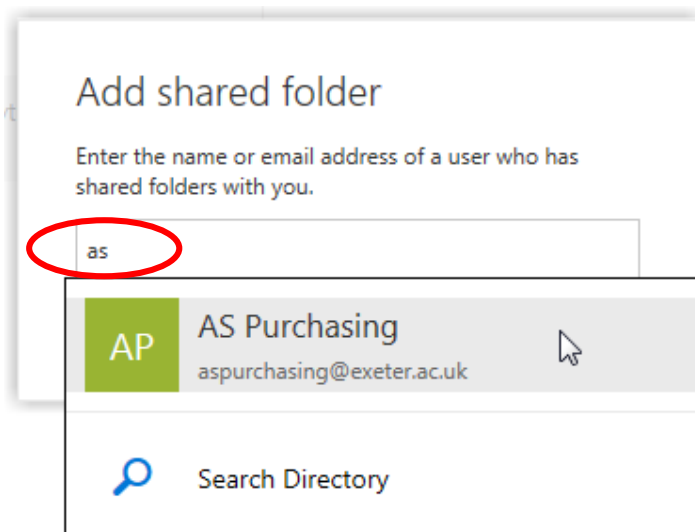
4. Right click on your name and click 'Add Shared Folder'



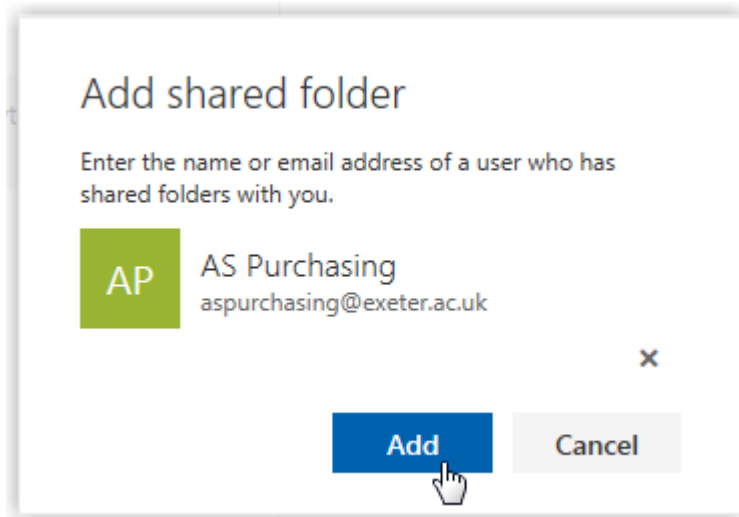
5. Type in the name of the Shared mailbox you want to add



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



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



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

