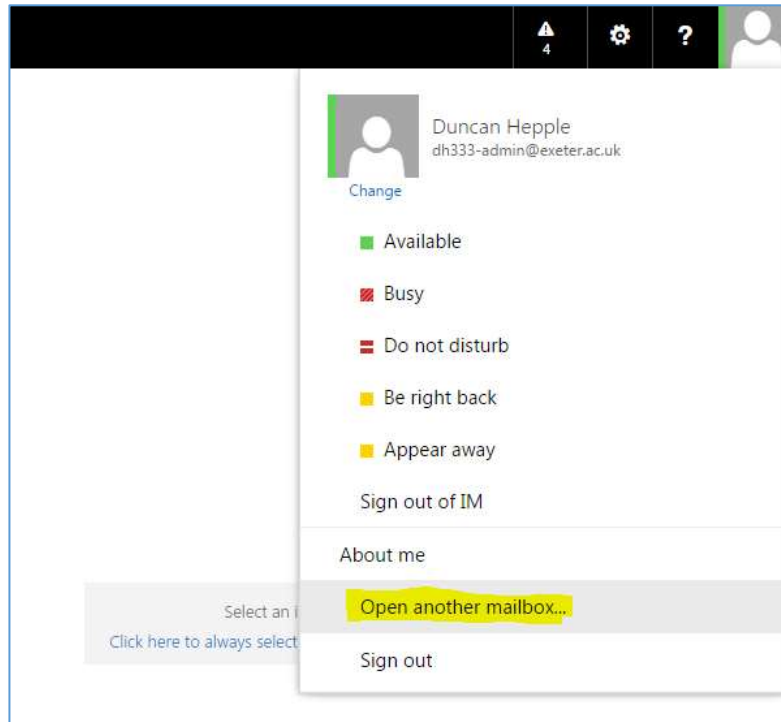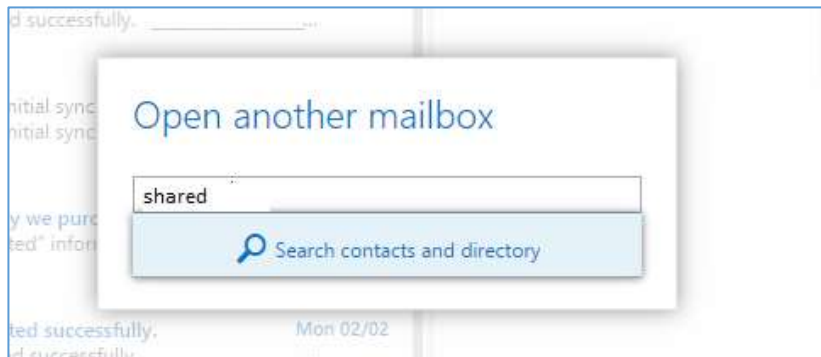# How to access a shared mailbox

## 1. How to access a shared mailbox in Office365 from your O365 email

To access a shared mailbox from your individual University Email in Office365, log into your Office 365 email (https://email365.ex.ac.uk) with your full email address and password.

In the top right corner, click on your picture or the grey icon (if you haven't set a picture) and select "**Open Another Mailbox**":



Type in part of the address of the shared mailbox you wish to access and select "**Search Contacts and Directory**":

If you have got the address or display name correct, you will be able to click **Open**:



If you have the correct permissions, the mailbox should then open in a separate browser window.
**Please note**, this new window may be hidden behind other open ones.

## 2.   How to access a shared mailbox in Office 365 from a browser

You can simply type in the shared mailbox address in the following format directly in your preferred browser's URL address box:

https://outlook.office365.com/owa/**sharedmailbox**@exeter.ac.uk

and replace the example "sharedmailbox" name shown with the proper address of your shared mailbox.

This will require you to log into Office365 as part of the process, and you will need to use your full university email address as your Id.

Once the shared mailbox has opened this way, you can save this link as a bookmark to take you straight to your shared mailbox in future.

## 3.   How to access a shared mailbox in Exchange from a browser

You can simply type in the shared mailbox address in the following format directly in your preferred browser's URL address box:

https://owa.ex.ac.uk/owa/**sharedmailbox**@exeter.ac.uk

and replace the example "sharedmailbox" name shown with the proper address of your shared mailbox.

This will require you to log into OWA as part of the process, and you will need to use your short username as your Id.

Once the shared mailbox has opened this way, you can save this link as a bookmark to take you straight to your shared mailbox in future.

If you need any further assistance please contact SID