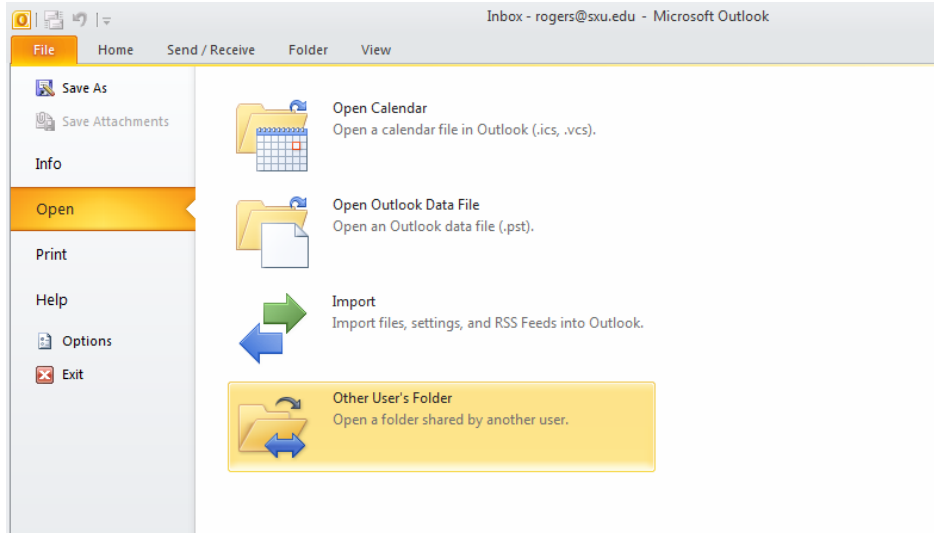
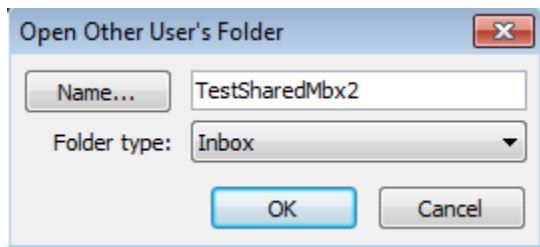


## OPENING A SHARED MAILBOX IN OUTLOOK 2010

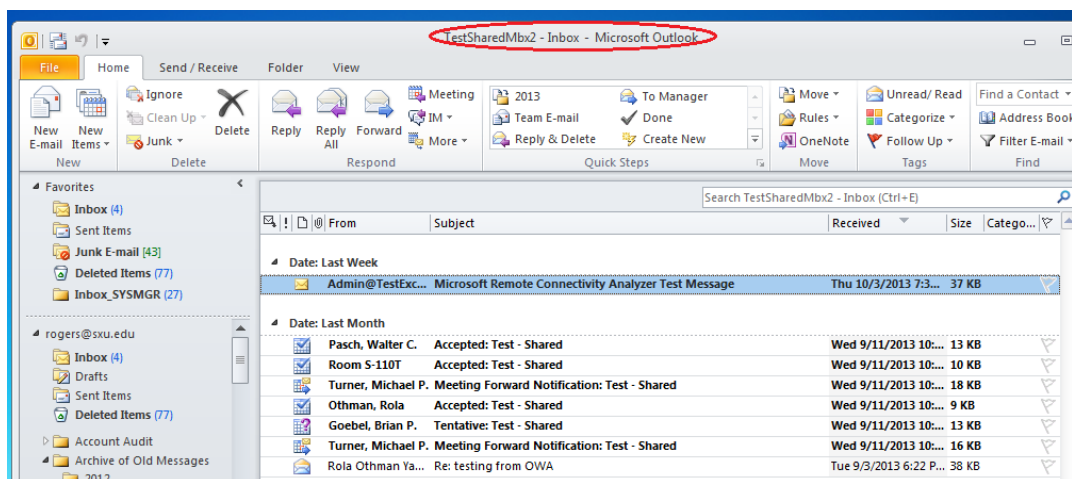
On the File tab select Open from the menu and click on “Other User’s Folder.”



In the dialog box specify the shared mailbox to open:

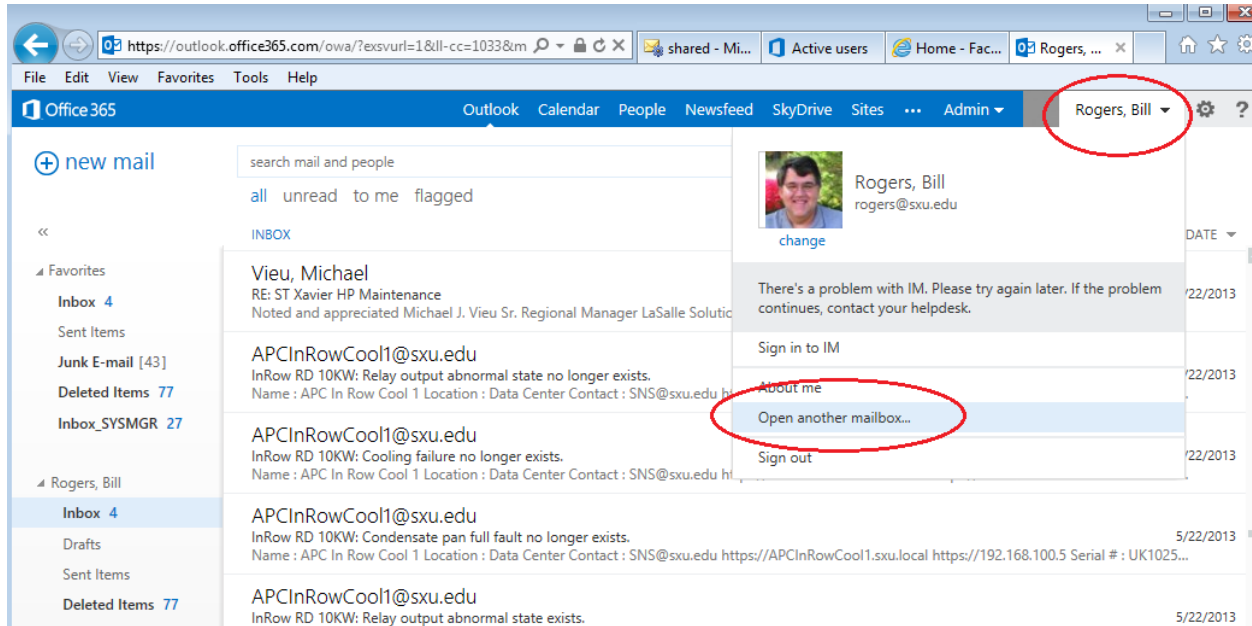


The view changes to the shared mailbox:

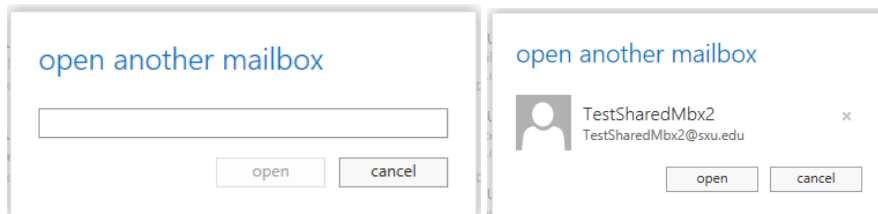


## OPENING A SHARED MAILBOX IN OUTLOOK WEB APP (OWA)

Use your web browser to log in to OWA using your own netID and password. You will see your own Inbox. In the upper right click on your name to pull down the menu. Click on "Open another mailbox."



In the dialog box specify the shared mailbox you want to open and click the Open button:



The shared mailbox is now displayed:

