

Opening a Shared Mailbox

Using

Outlook Web Access (Lite)

- Open and logon to your email as normal in a web browser
- Within the same browser open a new tab
- Type in the following address
<https://outlook.office365.com/owa/school.name@schools.sunderland.gov.uk> (replace the italics *school.name* with the schools email account name)
- Press enter and the school mail box will open on screen
- Please note email sent from within this page will show as being sent from the main school email address.