

Office 365 Guide: How to access a shared mailbox

Step 1: Logon to your Office365 email account and select "More"

Step 2: Right click your name and then click the option to "Add shared folder"

Step 3: Enter the full email address of the mailbox you would like to access (suitable addresses will appear to select as you type)

NOTE: The owner of the mail account you are accessing will need to enable permission for your account before you can access via shared mailbox. If the mailbox is the main school address please contact the ICT service desk to request access

Office 365

New

Search mail and people

Folders

- Inbox
- Sent Items
- Drafts 1
- Deleted Items
- More

Groups New

INBOX

CONVERSATIONS BY DATE

All Unread To me Flagged

There are no items to show in this view.

Folders

- Favorites
- Inbox
- Sent Items
- Drafts 1
- Deleted Items

Paul Thompson

- Create new folder
- Rename
- Delete
- Empty folder
- Add to Favorites
- Move...
- Mark all as read
- Add shared folder...
- Permissions...

Add shared folder

Enter the name or email address of a user who has shared folders with you.

out

Outlook Test
Outlook.Test@schools.sunderland.gov.uk

Search contacts and directory