

## How do I open a shared mailbox in Office 365

1. Sign in to your account in Outlook Web App.
2. Right-click your primary mailbox in the left navigation pane, and then choose add shared folder.
3. In the add shared folder dialog box, type the *name* or *email address* of the shared mailbox, and then click add.

The shared mailbox displays in your Folder list in Outlook Web App. You can expand or collapse the shared mailbox folders as you can with your primary mailbox. You also can remove the shared mailbox from your Folder list. To remove it, right-click the shared mailbox, and then click delete.

