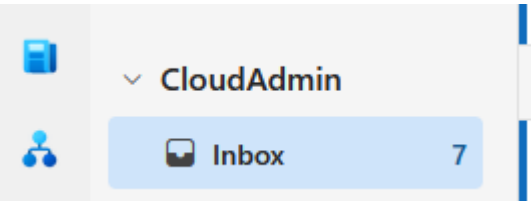
Adding a shared mailbox to OWA

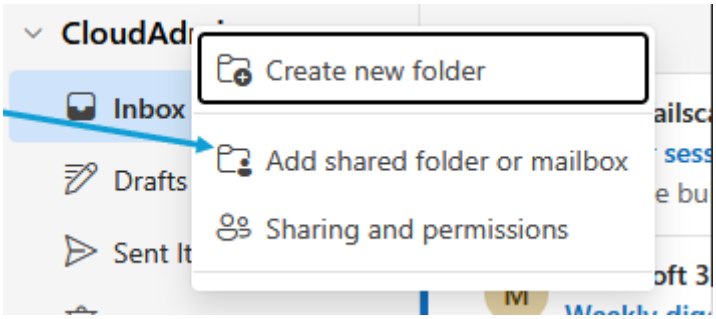
- Adding a shared mailbox in OWA

Adding a shared mailbox in OWA

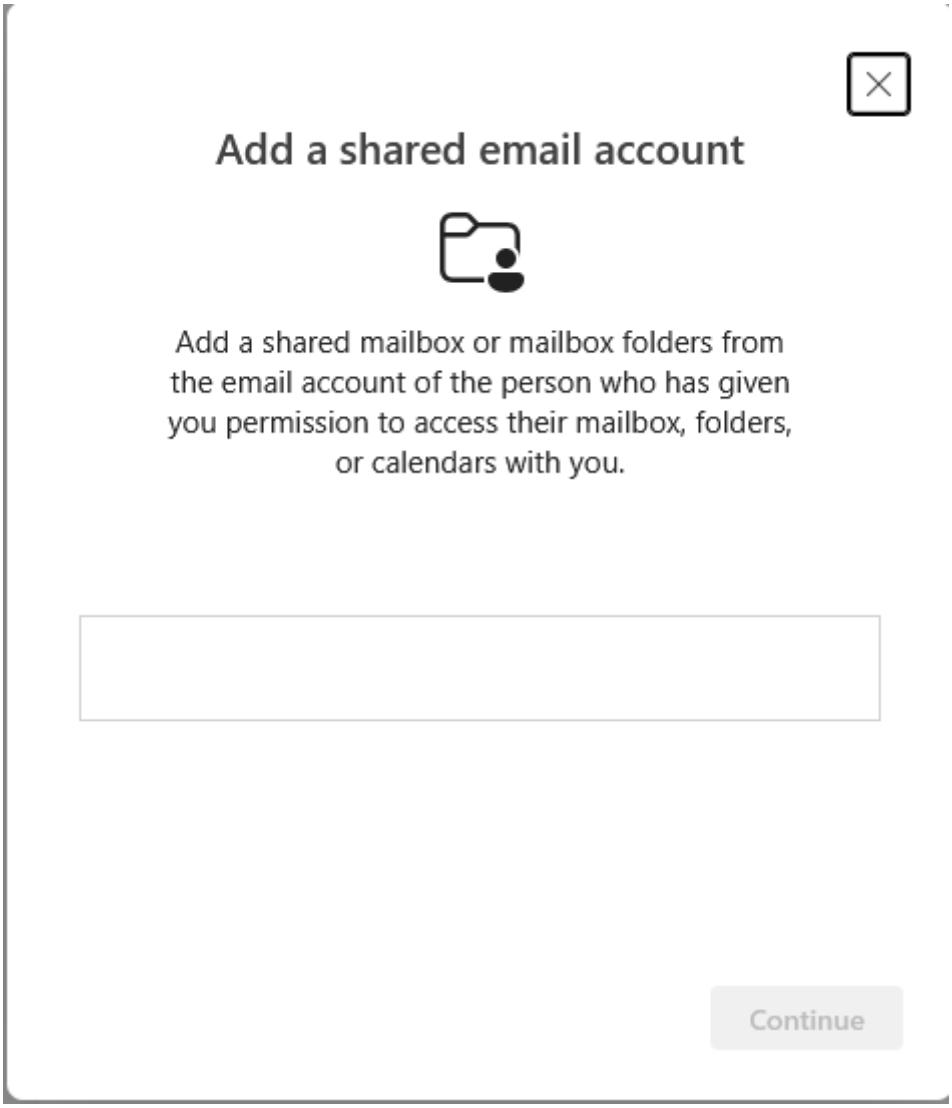
On the left side of your mailbox,right click your email:



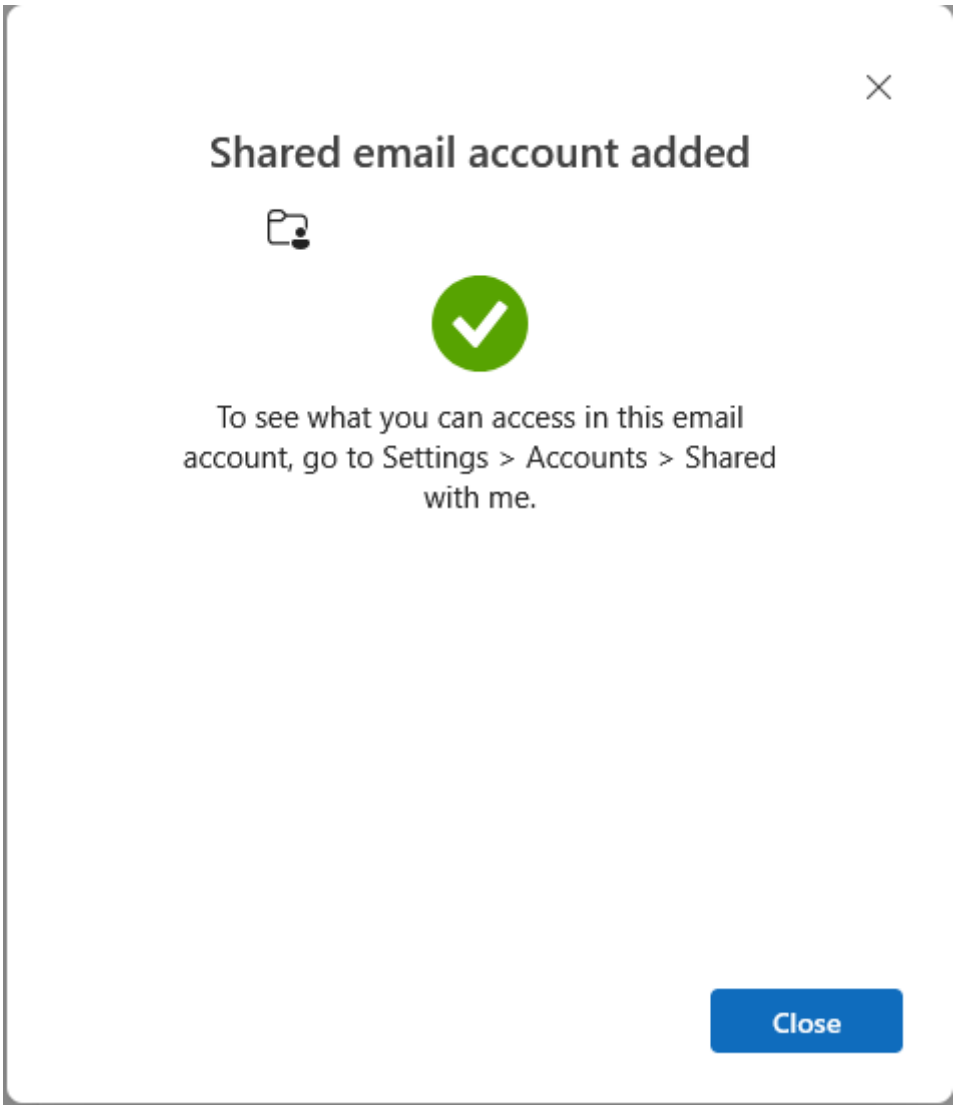
Click on 'Add a shared folder or mailbox'



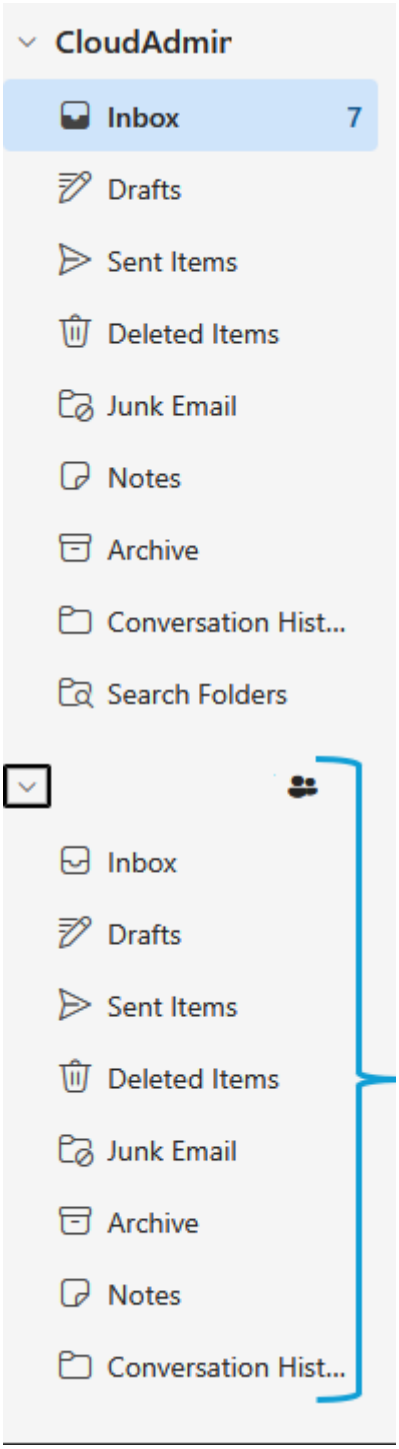
Type the email you're looking to add into the pop-up



Once added, click close



The mailbox will now be on the left hand side of your mailbox


CloudAdmir
Inbox 7
Drafts
Sent Items
Deleted Items
Junk Email
Notes
Archive
Conversation Hist...
Search Folders
Inbox
Drafts
Sent Items
Deleted Items
Junk Email
Archive
Notes
Conversation Hist...