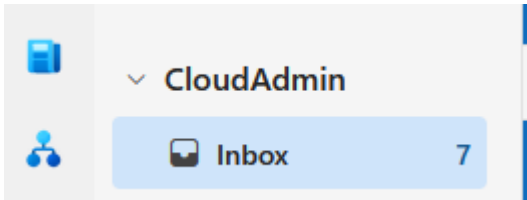


# Adding a shared mailbox to OWA

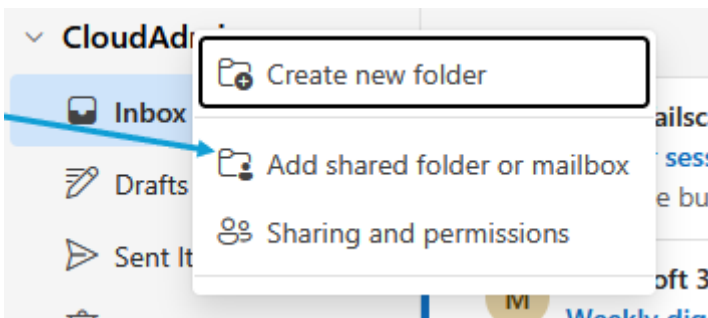
- [Adding a shared mailbox in OWA](#)

# 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



## Add a shared email account



Add a shared mailbox or mailbox folders from the email account of the person who has given you permission to access their mailbox, folders, or calendars with you.

Continue

**Once added, click close**



## Shared email account added



To see what you can access in this email account, go to Settings > Accounts > Shared with me.

Close

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

CloudAdmin

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...