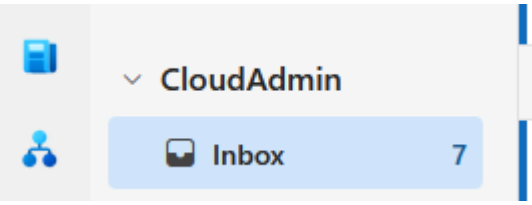
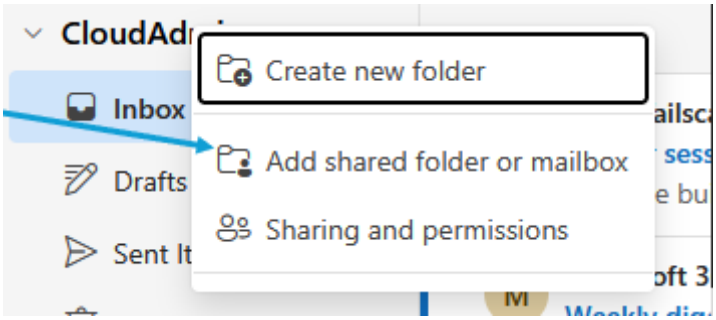
Adding a shared mailbox in OWA

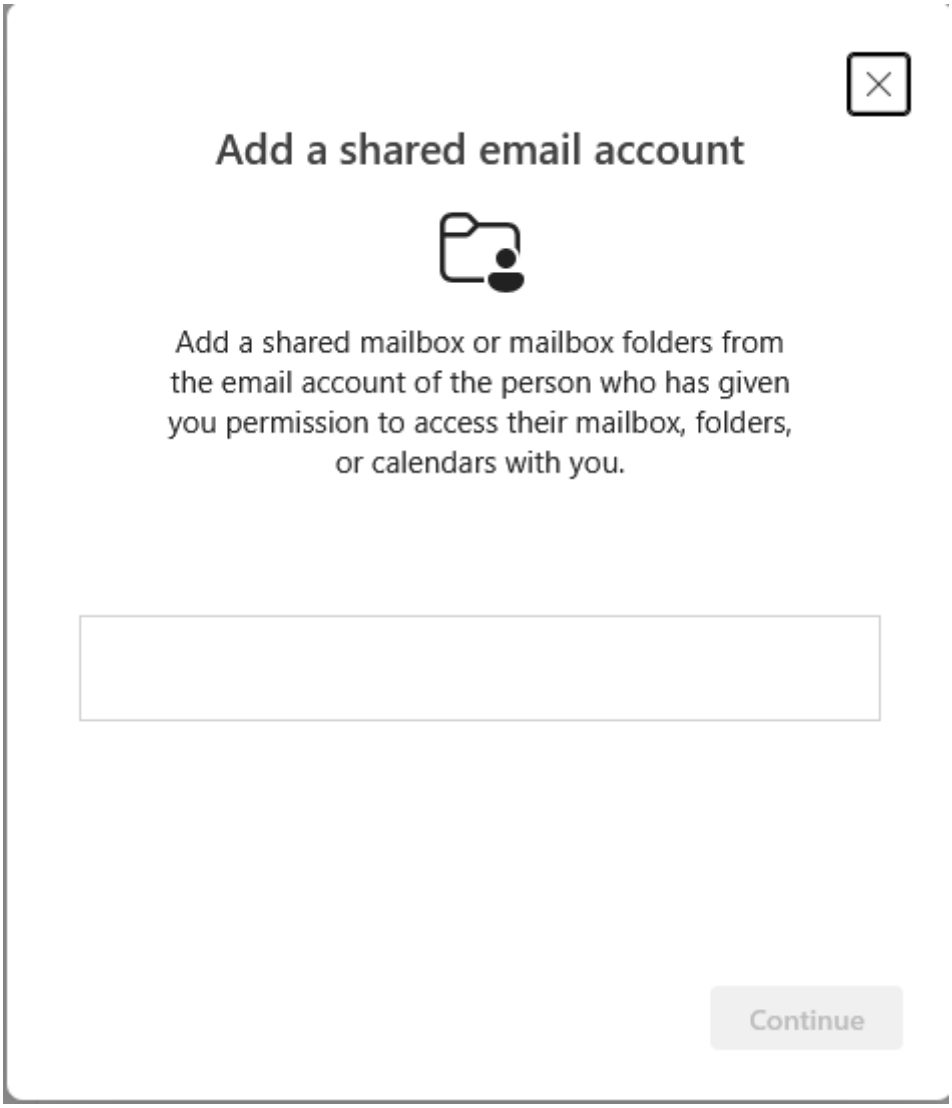
On the left side of your mailbox,right click your email:



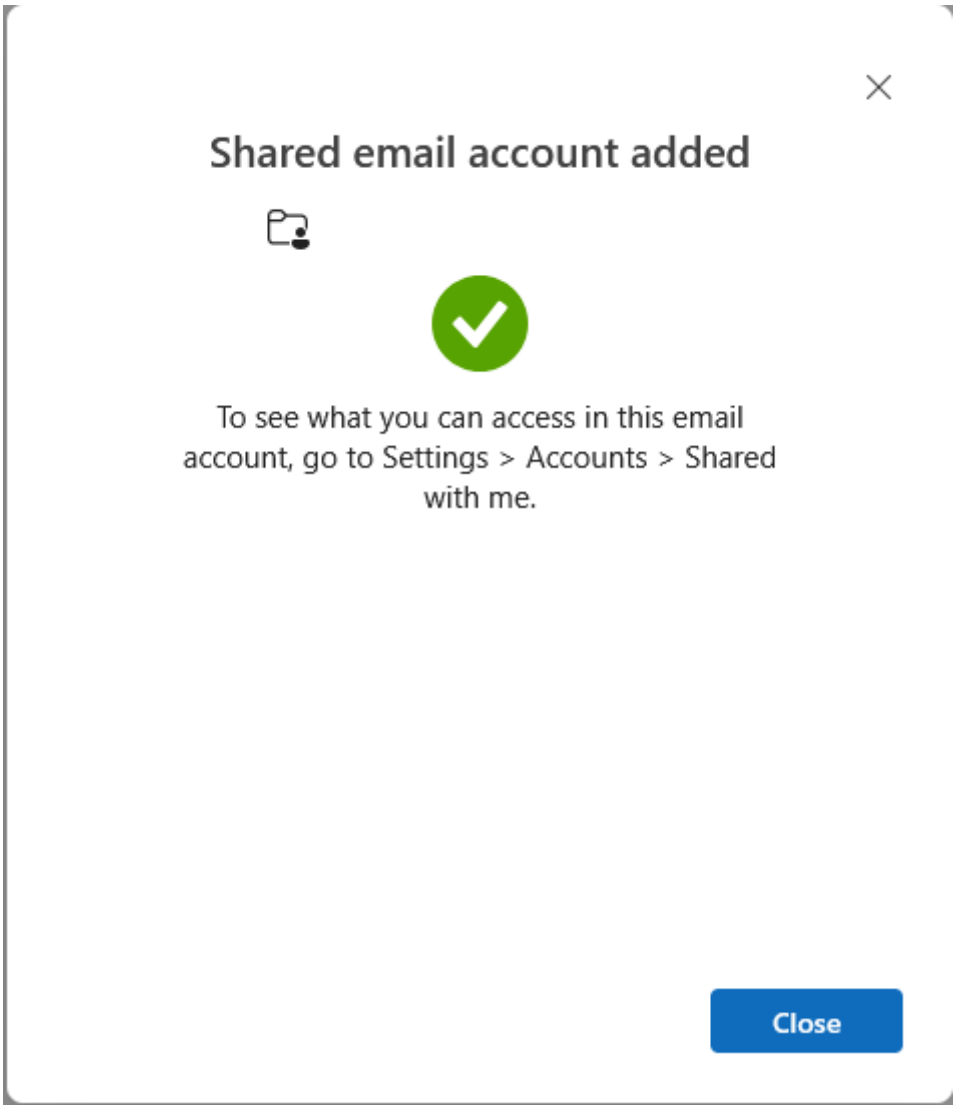
Click on 'Add a shared folder or mailbox'



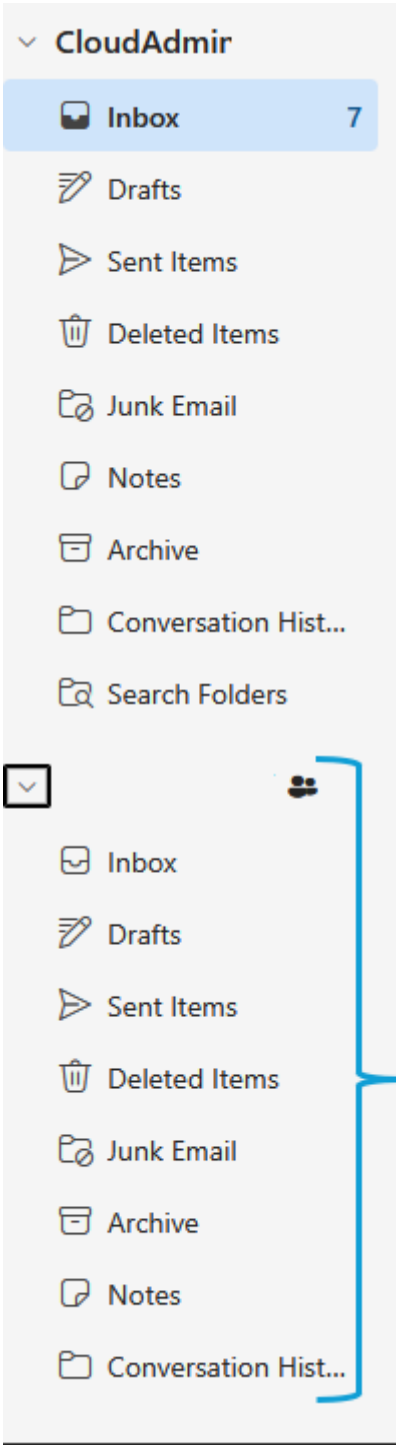
Type the email you're looking to add into the pop-up



Once added, click close



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



Revision #1
Created 29 May 2026 09:26:37 by Admin
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