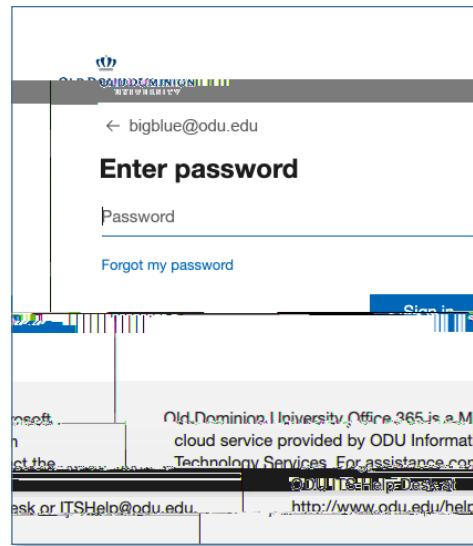


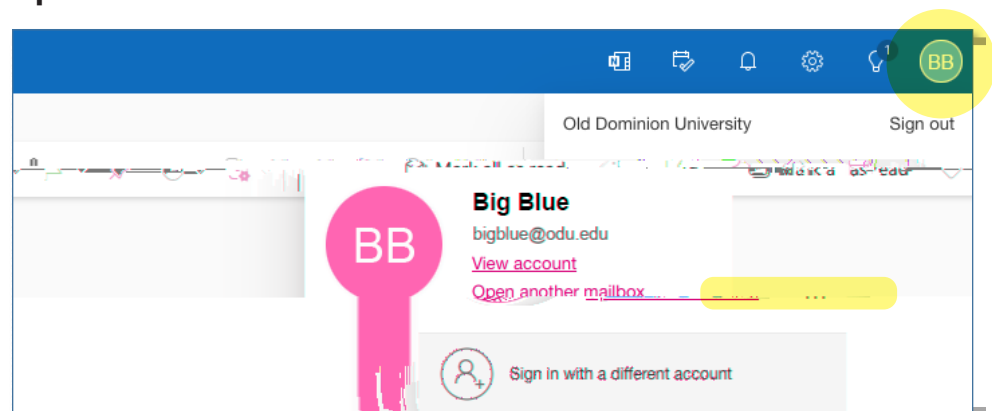
How to access a shared email account in Outlook Webmail

1. From the top right corner of the page, click on the user profile icon (BB) to open the account menu.

1. From the account menu, click on [Open another mailbox](#) (not [View account](#)).

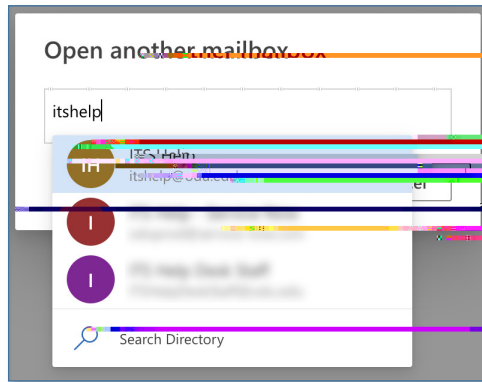


2. After entering the password, click on [Open another mailbox](#) in the account menu.

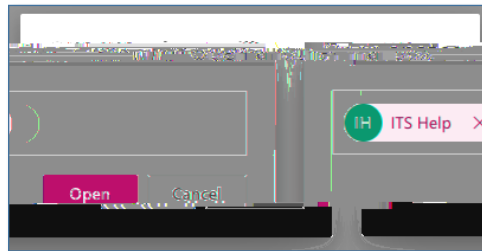




3. **Open another mailbox** ...



3. **Open** ...



... // t ... k h/ ... // t ... k h/sharedemail@odu.edu.