

Outlook Webmail

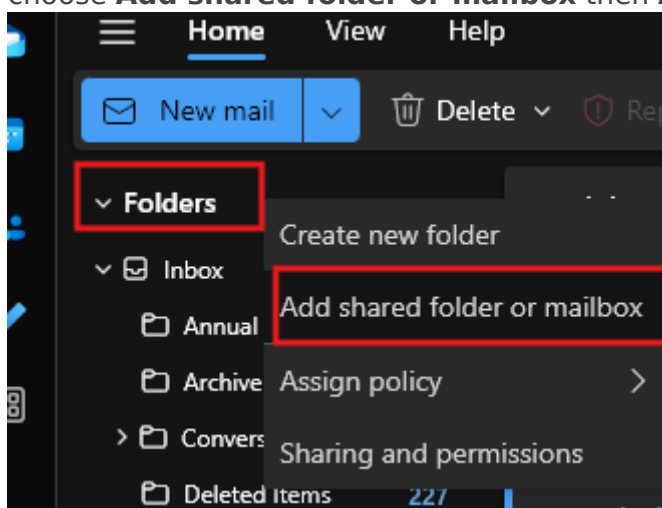
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Adding an Additional Mailbox in Outlook on the Web

If a user has access to an additional/shared mailbox they can add it to their Office365 web mail.

Step-by-step guide

1. Sign in to your account in [Outlook on the web](#).
2. For Exchange Online mailboxes, right-click **Folders** in the left navigation pane, and then choose **Add shared folder or mailbox** then **Add shared folder or mailbox**.



3. In the **Add shared folder** dialog box, type the name of the shared mailbox you are a member of, such as info@pbr.org.au.

Accessing Outlook on the Web (Microsoft 365 Webmail)

Overview

You can access your PBR email from any device with a web browser by logging into **Outlook on the Web** — part of Microsoft 365. No software installation is required.

Signing In

1. Open a web browser and go to <https://outlook.office.com>
 2. Enter your PBR email address: **firstname.lastname@pbr.org.au**
 3. Click **Next** and enter your password
 4. Approve the MFA prompt on your Microsoft Authenticator app if prompted
 5. Your inbox will load — you can now read, send, and manage email as normal
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Tips

- If asked to set a time zone on first login, select **(UTC+10:00) Canberra, Melbourne, Sydney**
 - You can also access Teams, OneDrive, SharePoint, and other Microsoft 365 apps from the app launcher (the 9-dot grid icon) in the top left
 - On a shared or public computer, always click **Sign out** when finished and close all browser windows
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Adding a Shared Mailbox in Webmail

1. Click on your name or initials in the top right corner
2. Select **Open another mailbox**
3. Type the name or email address of the shared mailbox and click **Open**
4. The shared mailbox will open in a new browser tab