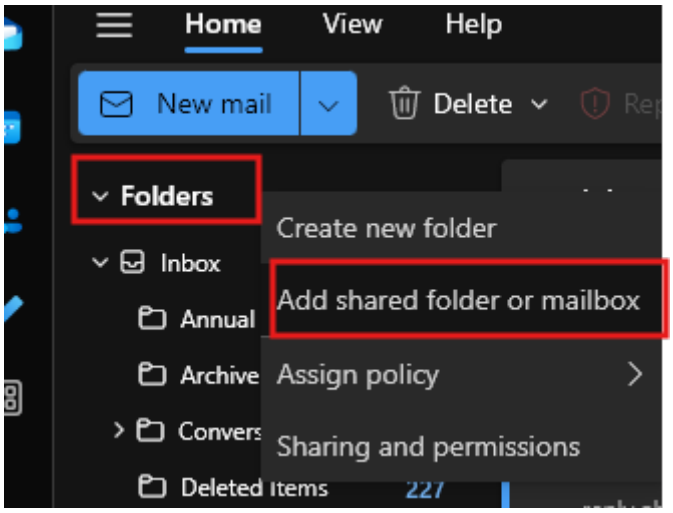
Adding an Additional Mailbox in Outlook on the Web

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.

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