

Outlook Webmail

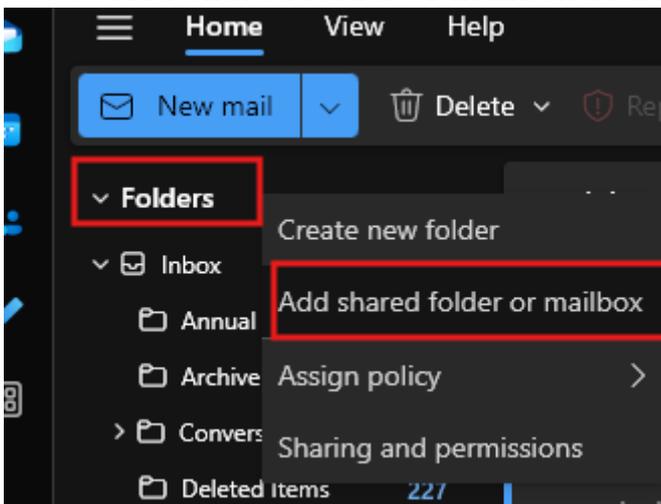
- [Adding an Additional Mailbox in Office365](#)
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Adding an Additional Mailbox in Office365

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**.



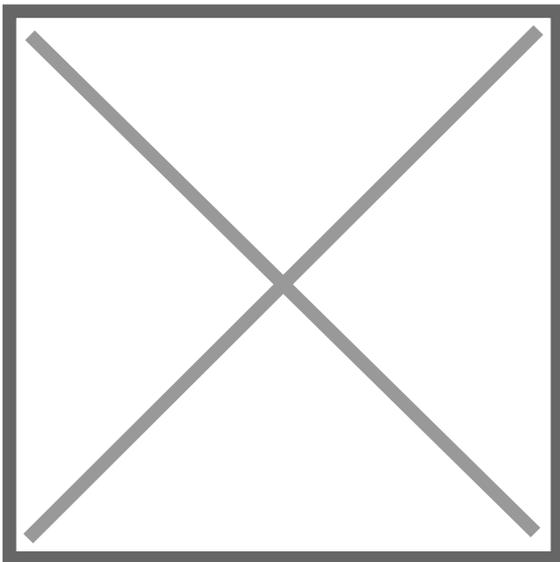
3. In the **Add shared folder** dialog box, type the name of the shared mailbox you are a member of, such as info@pbr.org.au.

Login to Office365 Webmail

With Office365 you can access your email from anywhere you have access to the Internet and a web browser. Follow the below steps to access your email from anywhere.

Step-by-step guide

1. Go to <http://outlook.office365.com>
2. Enter in your PBR email address which is **firstname.lastname@pbr.org.au** then click **Next** and enter your password when prompted.



3. Set your time zone if you're asked.
4. You will now be in your mailbox and can view and send emails.