

## Adding shared mailboxes to Outlook web access

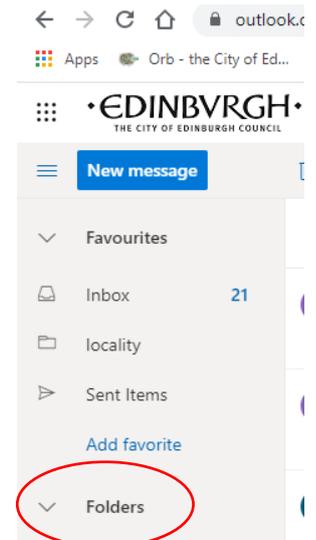
If you have access to a shared mailbox, you can add this to Outlook web access. Don't forget you'll need to [set up Outlook web access](#) including [multi factor authentication](#) first.

If you have:

- [permissions to access folders](#)
- [full mailbox access](#)

### If you have permissions to access folders

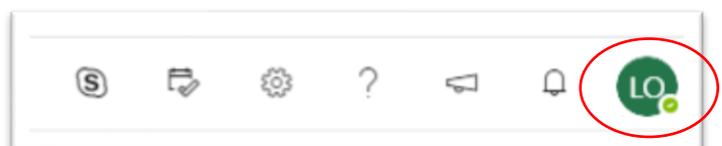
1. log in to Outlook web access
2. in the left-hand menu you can see Folders - right click on it



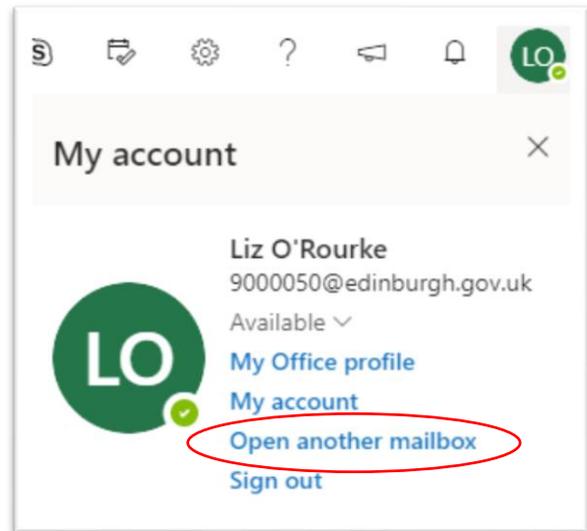
3. in the pop-up box add the shared email address, and then click on **Add**

### If you have full mailbox access

4. at the top right-hand of Outlook web access, click on the circle with your initials



5. click on **Open another account**



6. add the email address, and click on **Open**
7. the shared mailbox should appear in the left-hand menu.