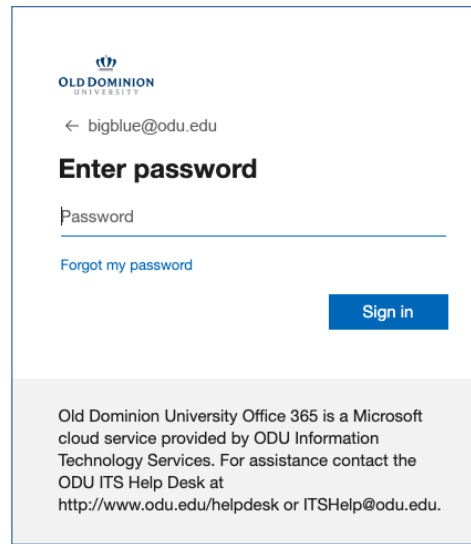


How to access a shared email account in Outlook Webmail

These instructions will walk you through how to access a shared email account in Outlook Webmail.

1. Go to outlook.odu.edu and log in with your ODU email address (*not* the shared mailbox address) and MIDAS password.



OLD DOMINION UNIVERSITY

< bigblue@odu.edu

Enter password

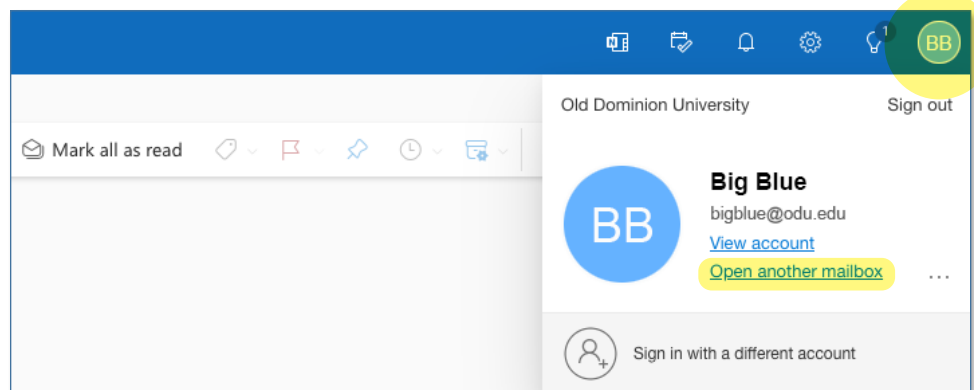
Password

[Forgot my password](#)

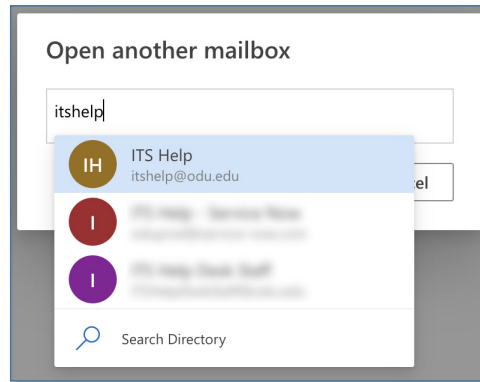
[Sign in](#)

Old Dominion University Office 365 is a Microsoft cloud service provided by ODU Information Technology Services. For assistance contact the ODU ITS Help Desk at <http://www.odu.edu/helpdesk> or ITSHelp@odu.edu.

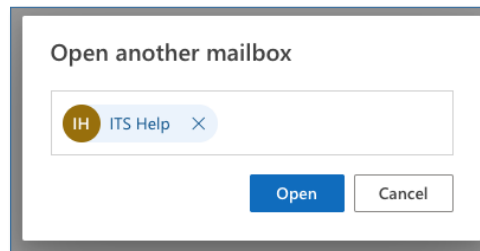
2. Once you're logged in, click on your profile icon (in the top right), then click **Open another mailbox**.



3. In the **Open another mailbox** window, start typing the shared email address; click on the name of the shared account when it appears in the auto-populated list.



3. Click **Open**, and as long as you have permissions to access the account, the shared email account will open in another tab of your browser.



Alternatively, you can access a shared email account by adding the email address of the shared account to the end of the following URL:
<https://outlook.office.com/mail/>

For example, to access the mailbox "sharedemail@odu.edu," you can go directly to <https://outlook.office.com/mail/sharedemail@odu.edu>.