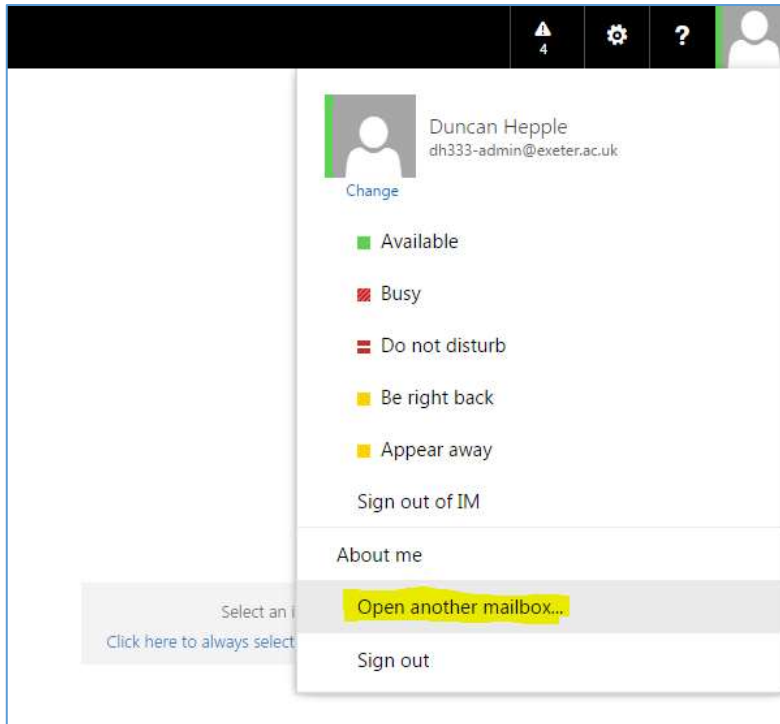


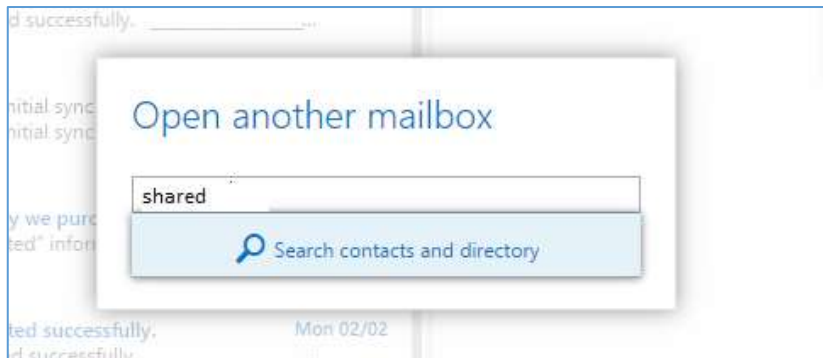
1. How to access a shared mailbox in Office365 from your O365 email

To access a shared mailbox from your individual IISc Email in Office365, log into your Office 365 email (<https://outlook.office365.com/> with your full email address and password.

In the top right corner, click on your picture / Name or the grey icon (if you haven't set a picture) and select **“Open Another Mailbox”**:



Type in part of the address of the shared mailbox you wish to access and select **“Search Contacts and Directory”**:



If you have got the address or display name correct, you will be able to click **Open**:



If you have the correct permissions, the mailbox should then open in a separate browser window. **Please note**, this new window may be hidden behind other open ones.