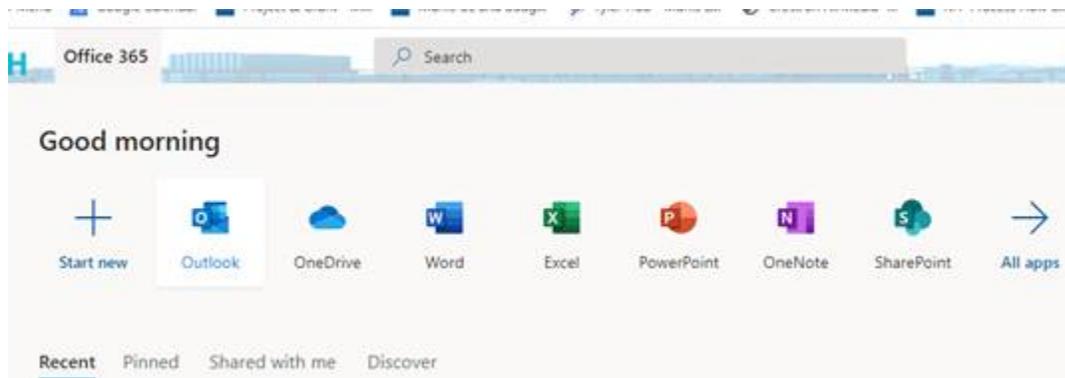




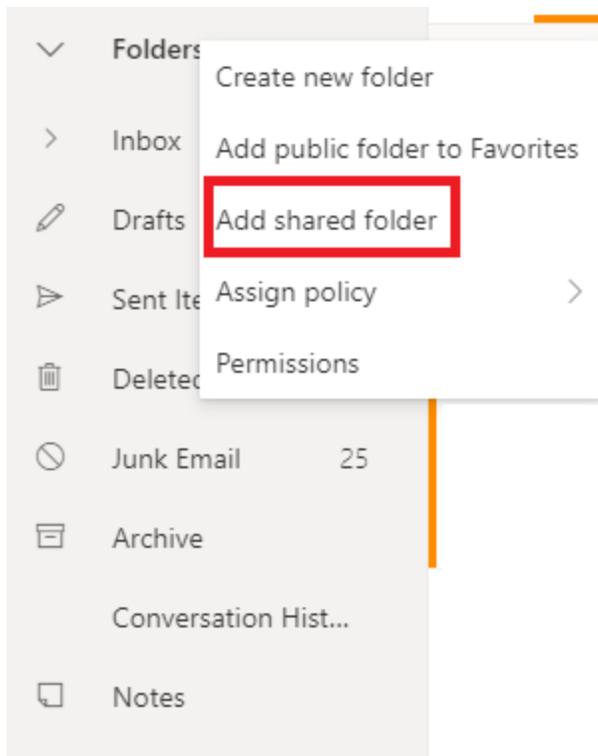
Opening a Shared Inbox in Office 365

If you manage multiple inboxes, here's a guide for opening shared inboxes in Office 365.

1. [Log in to Office 365](#) and navigate to your Outlook inbox.



2. On the left panel in your Outlook inbox, right-click on **Folders**
3. Click "**Add shared folder...**"



4. Type the name of the shared mailbox, click **Search**, then **Add**
5. A link to that mailbox will appear on the left frame of Outlook. (You may need to scroll down to see the link to the shared mailbox)

TIP: to ensure the email is sent with the shared mailbox as the Sender, enable the setting to always show the **From** field on new emails.

1. Click the **Settings** button (gear icon) on the upper-right corner.
1. Select **“View all Outlook settings”**.
2. Select **Mail**, then select **Compose and reply**.
3. Place checkmark on **“Always show From”**.

On a New Message, click the **From** button, select **“Other email address...”** and search for the name of the shared mailbox in order to change it from your email address to the shared mailbox’s email address.