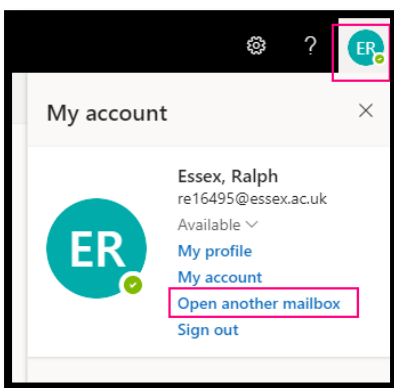


# Open a shared mailbox in Webmail

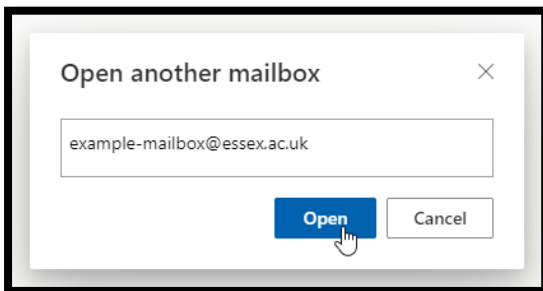
Please note this does not add the shared mailbox to your Webmail permanently. When you close Webmail or sign out you will be disconnected from the shared mailbox.

You must repeat the steps below each time you want to access it.

1. [Sign in to Webmail](#) with your own University email address and password.
2. Once you sign in, click your portrait picture (or initials) in the top-right of your screen and choose **Open another mailbox**.



3. Type in the shared mailbox you'd like to access and then choose **Open**.



4. The shared mailbox should open in a new tab or window.

## Can't access the shared mailbox?

You may not have permission to access the shared mailbox. If this happens, you need to contact the owner of the shared mailbox to give you access.