How to access a shared email account via Outlook Web App.

1) First go to http://mail.odu.edu or https://webmail.odu.edu/owa and sign into your own account using your ID & password.
2) Once logged in, look for the box in the top right corner that has your name. Click on it, then click on **Open Other Mailbox**.

![Open Other Mailbox](image)

3) In the **Open Other Mailbox** window, enter in the email address of the account you are trying to access, then click open.

![Open Other Mailbox](image)

4) The dialog box will resolve the email address to the account. Then click Open again, and it will load the account you are trying to access.

5) Alternatively, when you log into Outlook Web App, after you are logged in, if you just add the email address of the account you are trying to access in the URL after the /owa/, that will work too. i.e. if the account you are trying to open is `shared@odu.edu`, then you would change `https://webmail.odu.edu/owa/` to `https://webmail.odu.edu/owa/Shared@odu.edu` and then it would open.