Shared Mailbox - Connect in OWA

To add a Shared Mailbox to your Office 365 profile in OWA (Outlook Web Access), follow these steps:

- Click the **More** option at the bottom of your Inbox

- Right click on your name in the menu and select **Add shared folder**...

- Type in the name of the shared mailbox you would like to connect to and click **Search Directory**. Click on shared mailbox and then click **Add**.