Managing a Shared Mailbox in OWA (Outlook Web Access)

Shared Mailboxes are a collaboration tool for shared emails and for documents shared as email attachments.

Owners of a mailbox manage membership and permission by following these steps:

1. In OWA, right click on your profile in the upper right corner.

2. Select Open Another Mailbox...

3. Enter name of mailbox in the popup window and click Open

4. Right click on the name of the mailbox in the left pane and select Permissions

5. Click the + icon in the Permissions for the (shared mailbox) Folder

6. Enter name and click Add

7. Make sure the person is highlighted, assign a permission level and click OK

8. Follow steps 4-7 above to assign permissions to the Inbox folder just like we did with the mailbox itself

You have shared your mailbox with another user. They should now be able to open the shared mailbox.