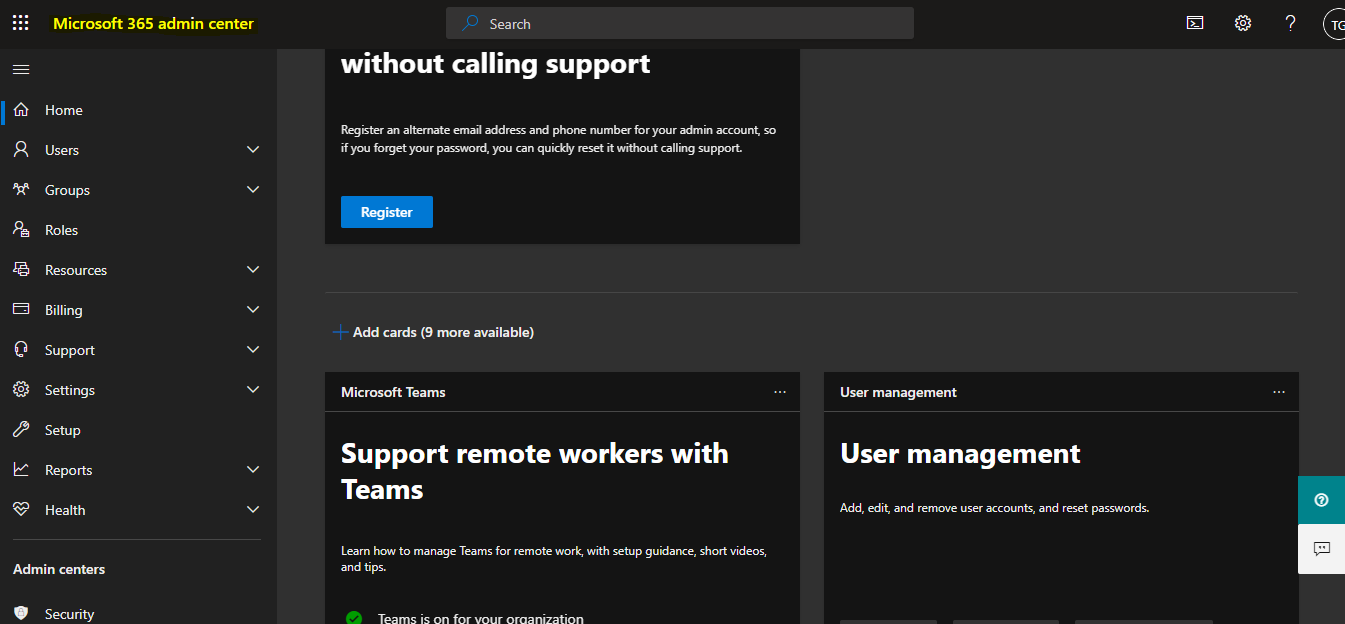
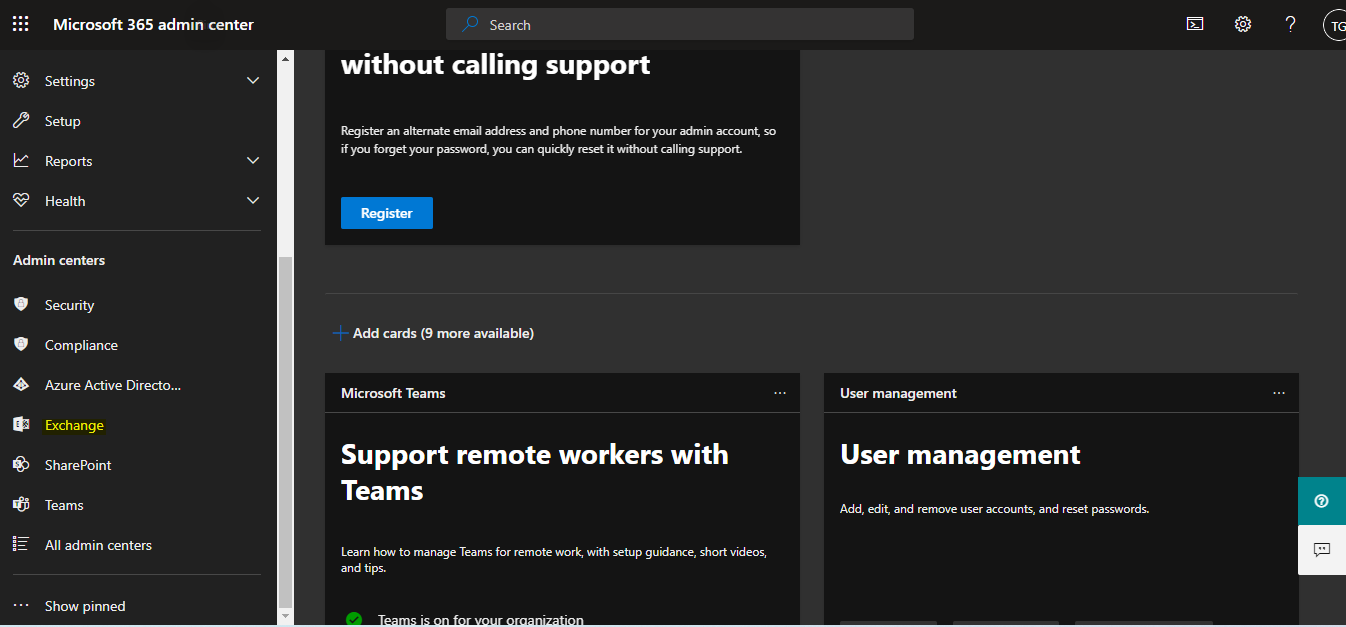
**Using Microsoft Exchange Online**

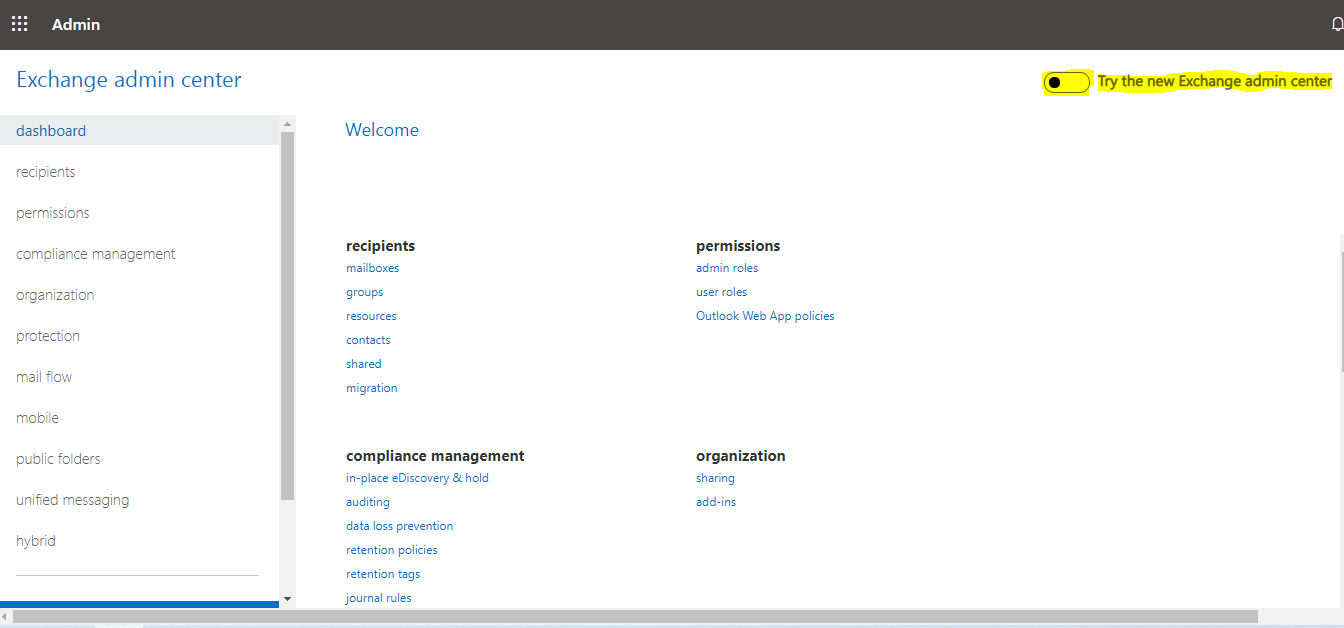
**Open Microsoft 365 admin center:**



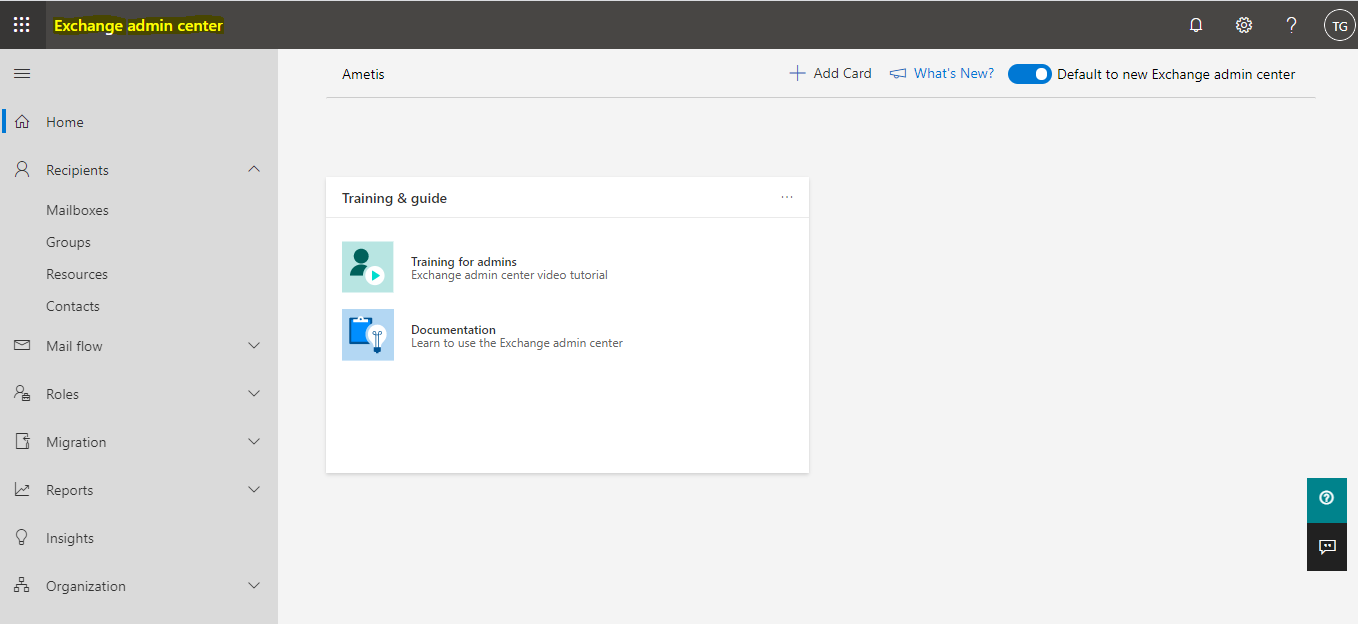
Click on Exchange on the left-hand panel:



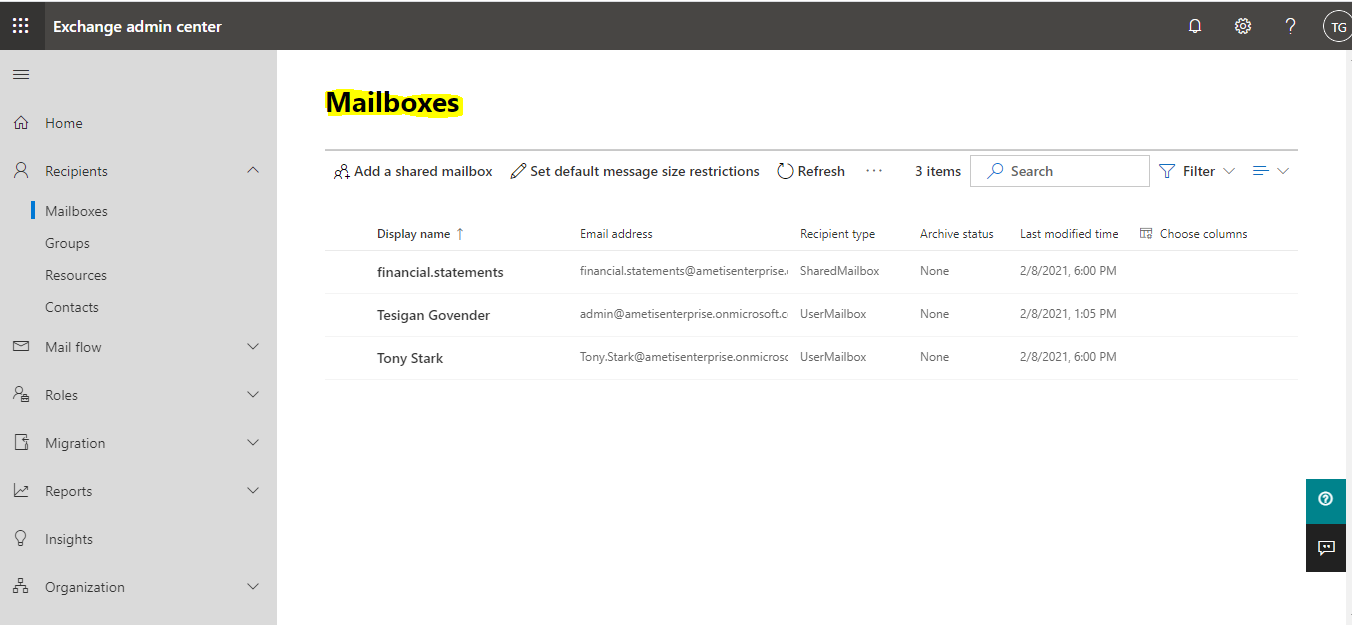
You have an option by opening exchange in the new interface:



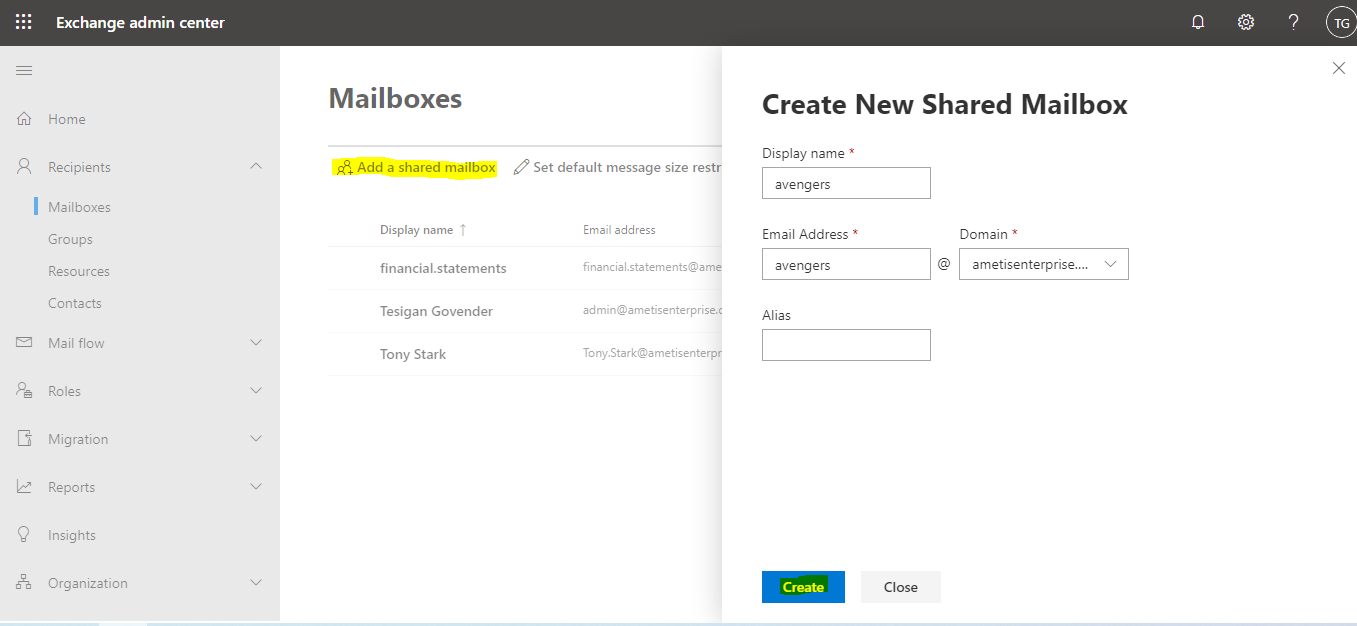
The new exchange admin center:



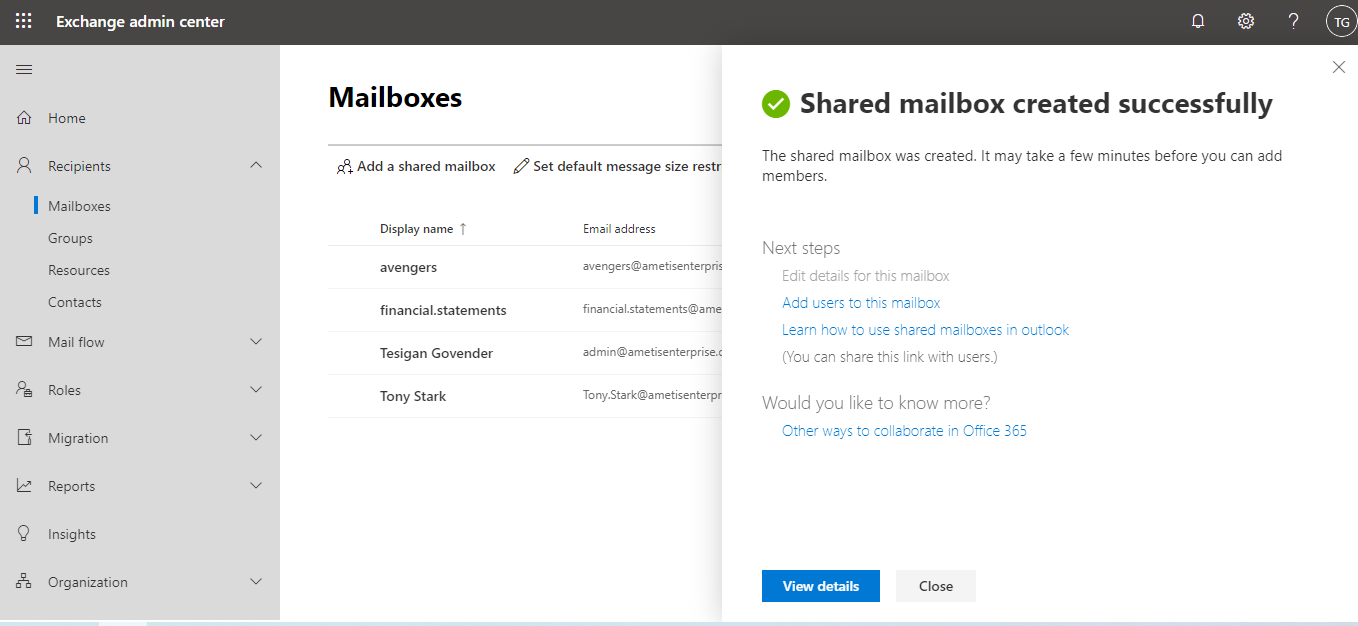
These are mailboxes that were created when a new user was created, you may also create your own shared mailbox:



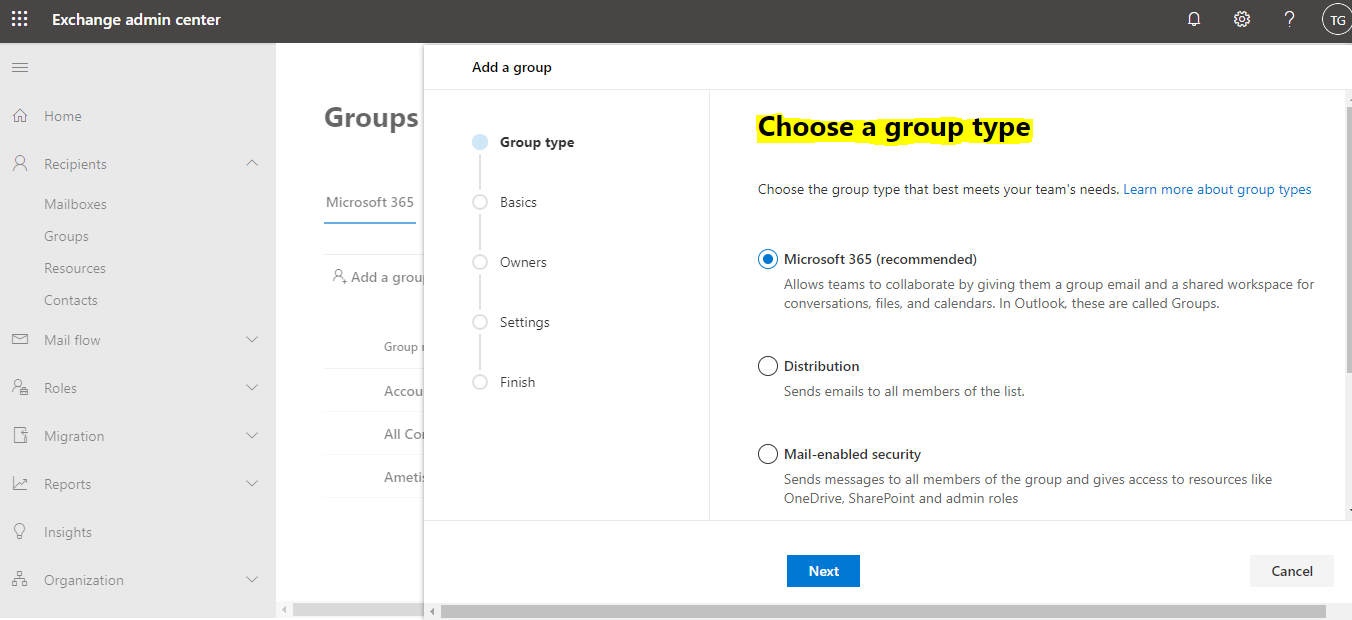
You may add create a new shared mailbox:

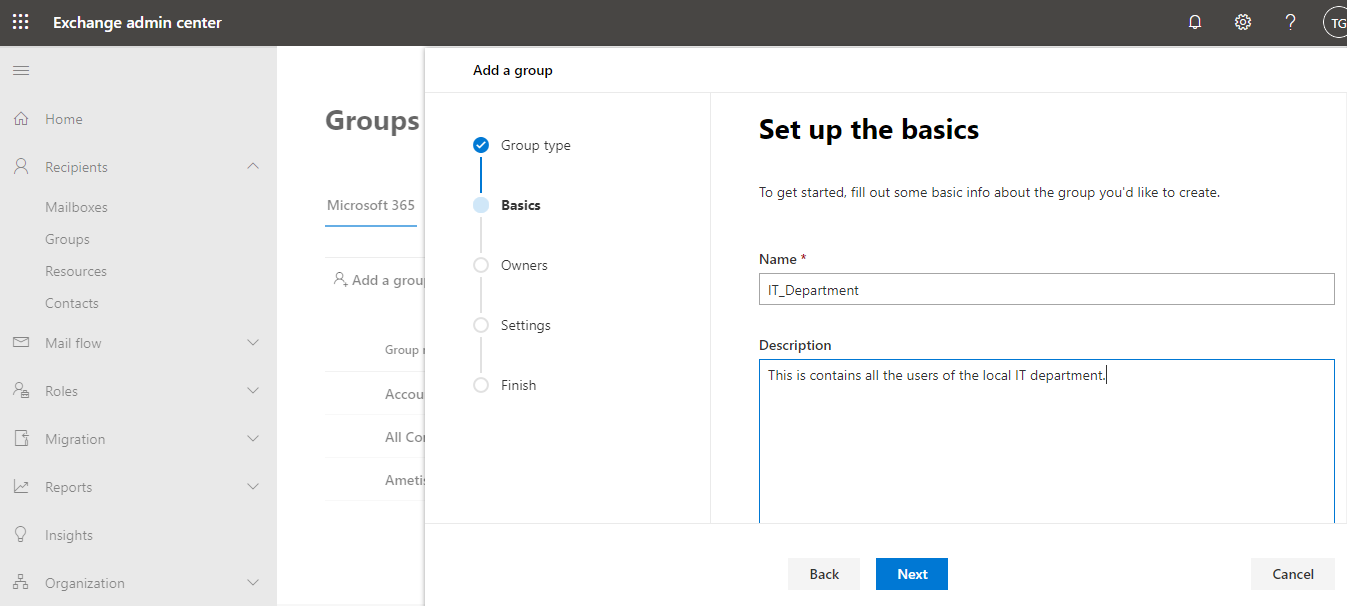


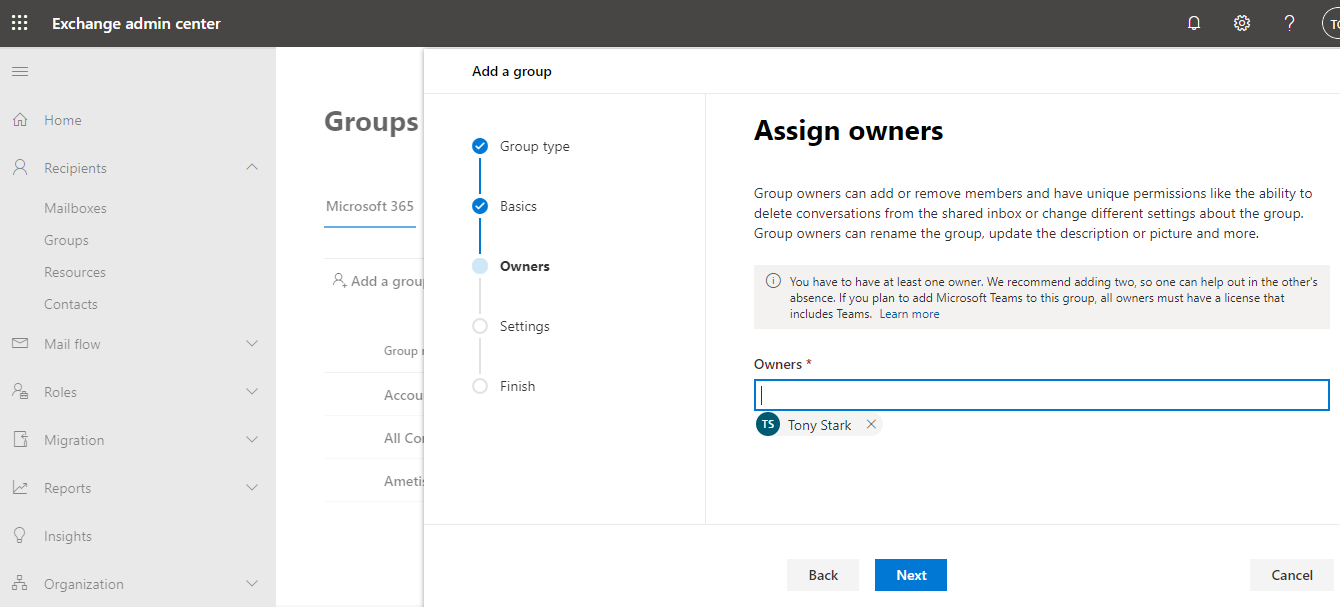
After creating the mailbox:



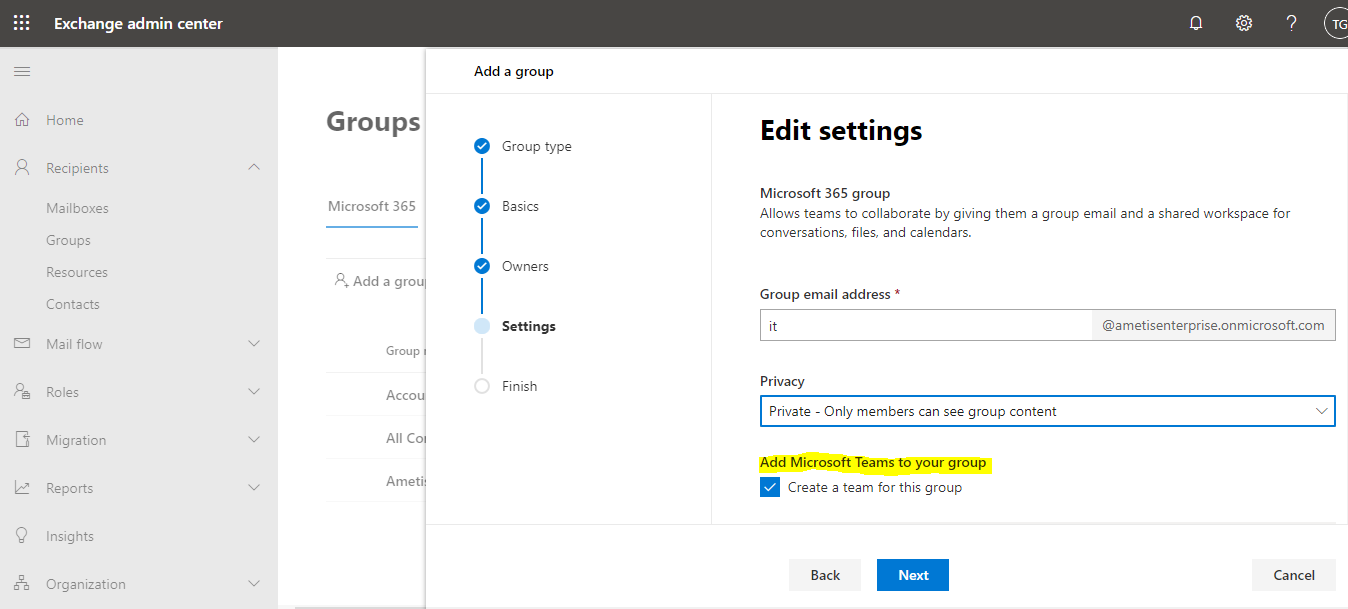
Groups can be created:

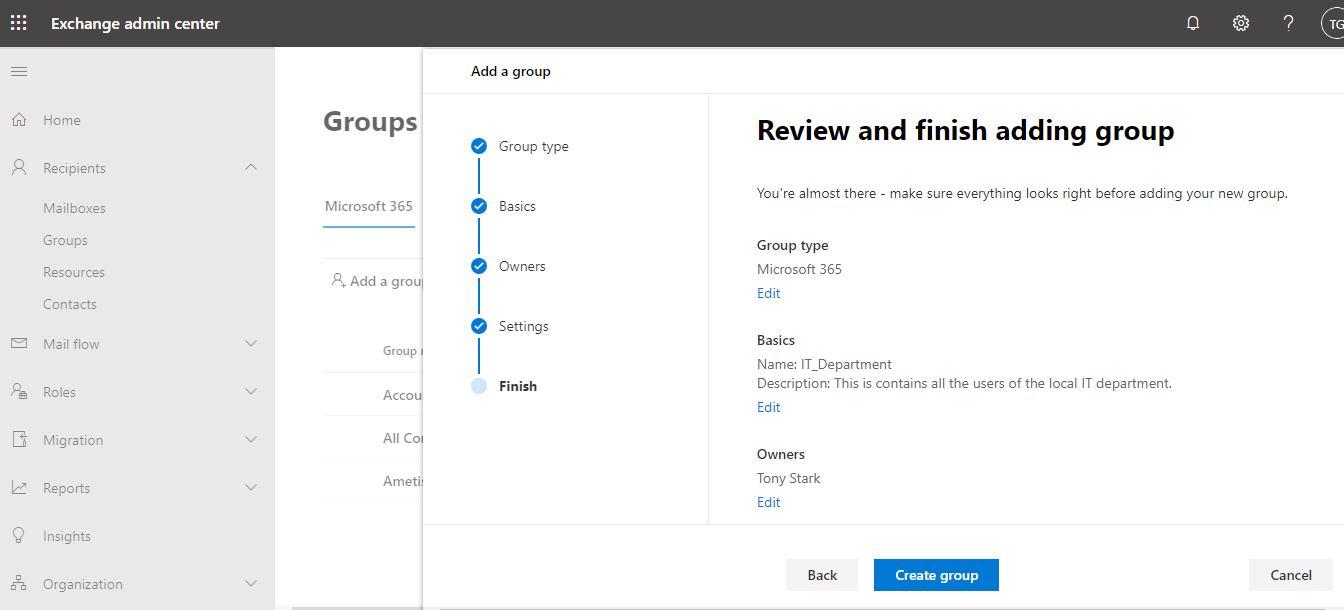




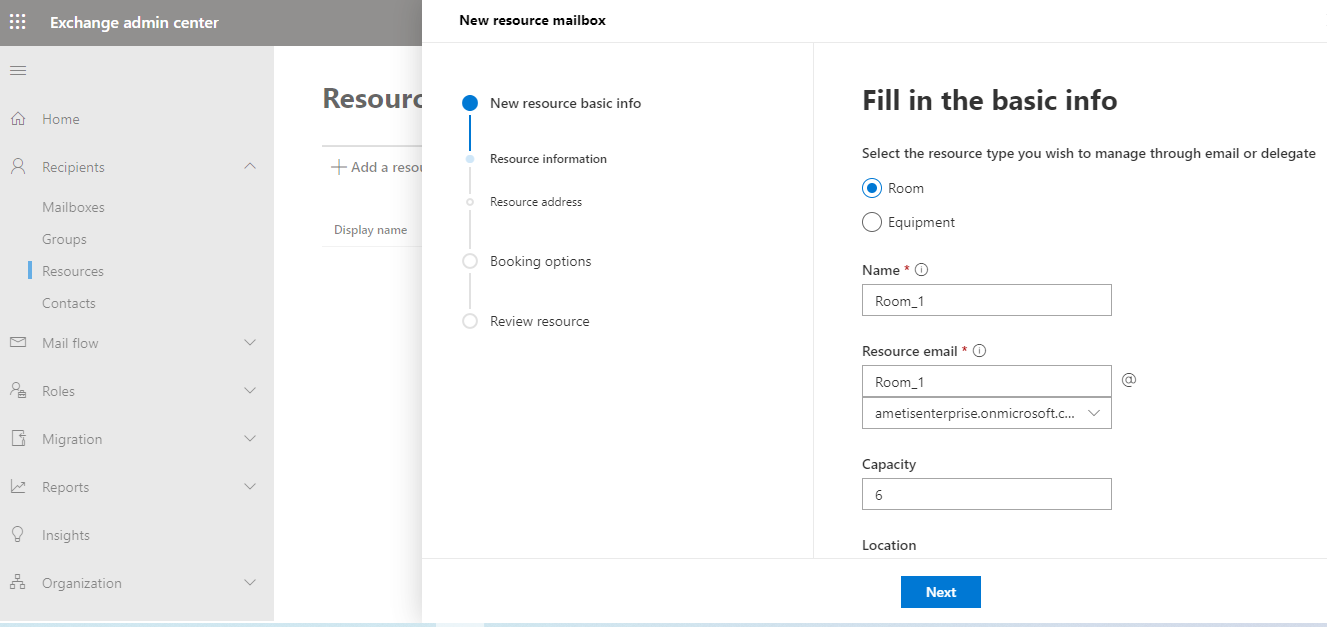


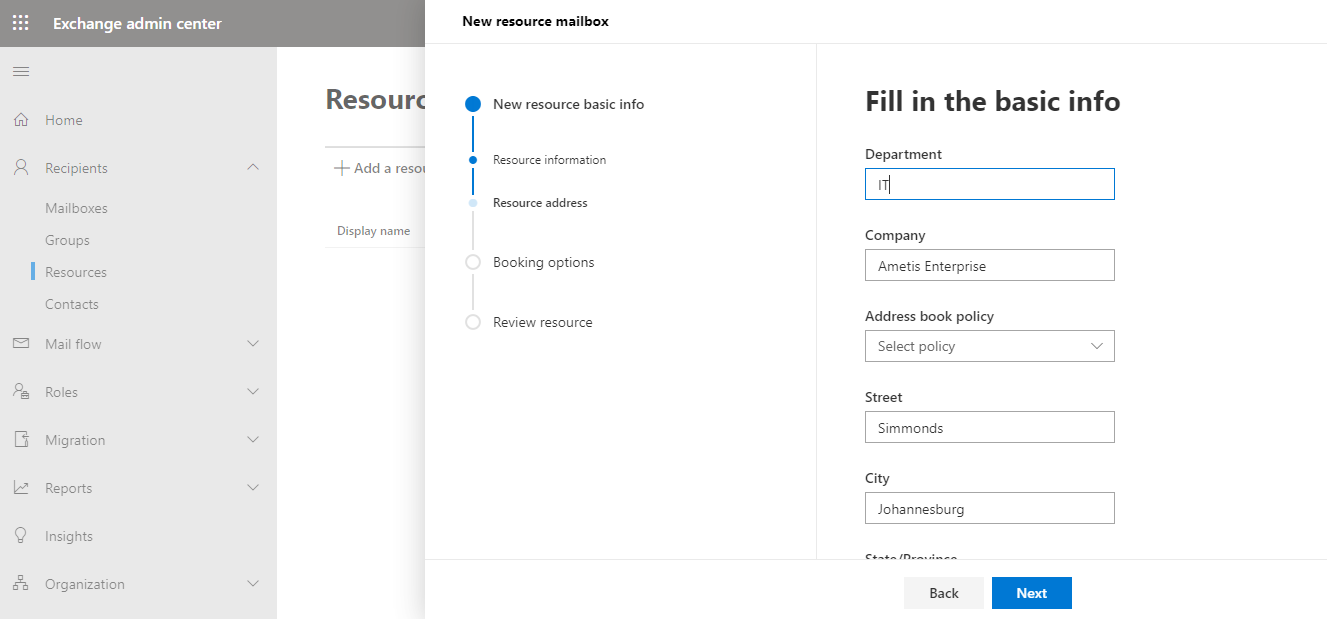
You may also specify if you want a MS Teams group:

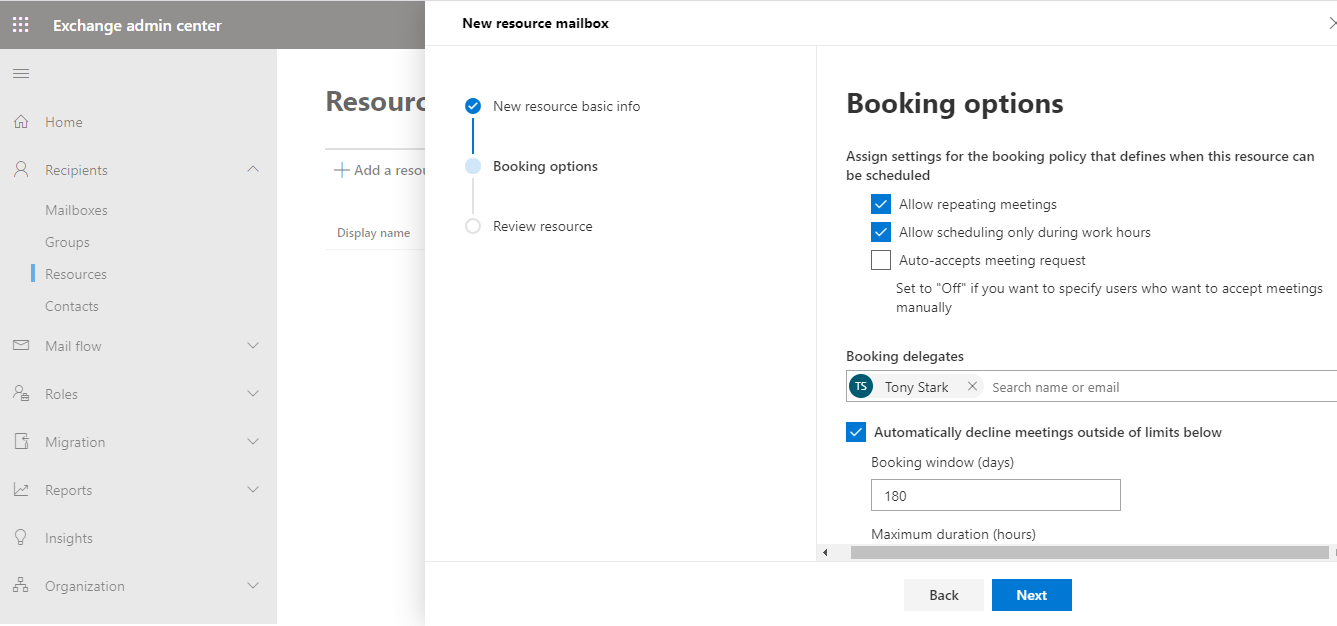




You can add resources like rooms, equipment etc:







The room has been created:

