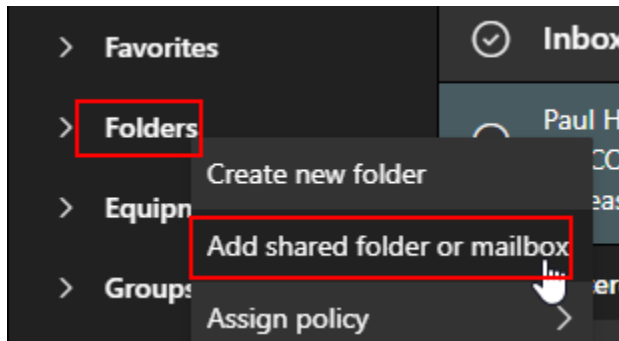
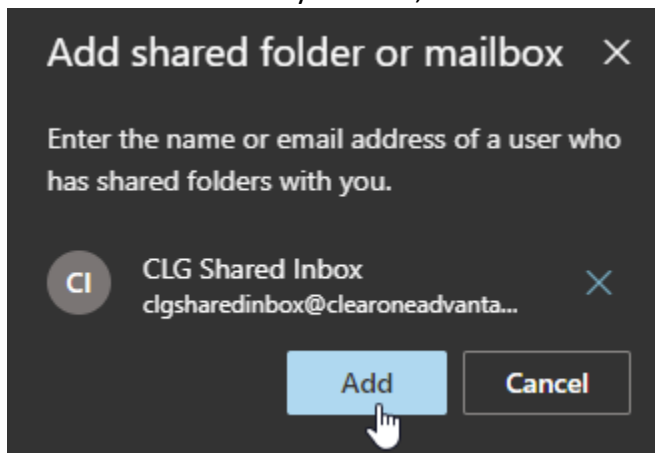


# How to add shared mailboxes to Outlook Web App

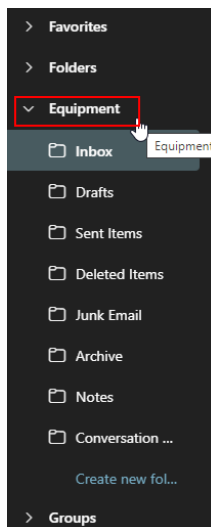
1. In the OWA right click Folders and then select Add shared folder or mailbox.



2. Find the shared inbox you need, select & click "Add"



3. The shared inbox should now appear.



The user MUST have full access permissions to the shared inbox in question.