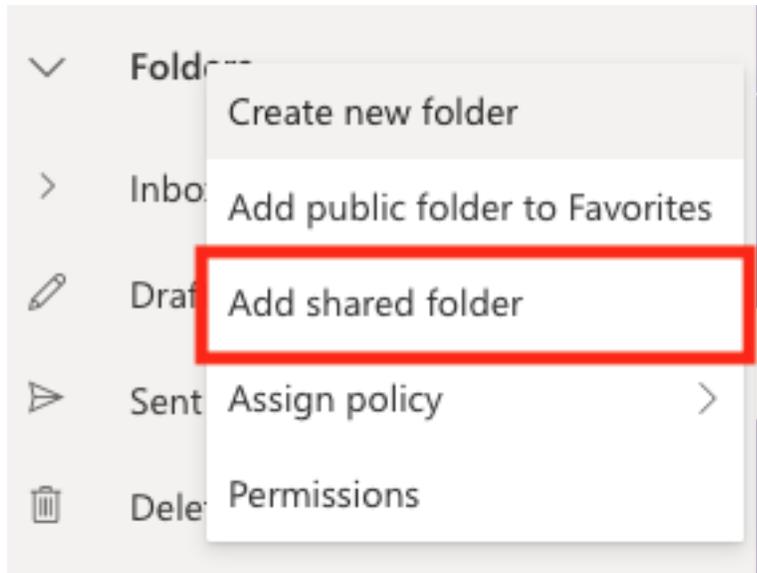
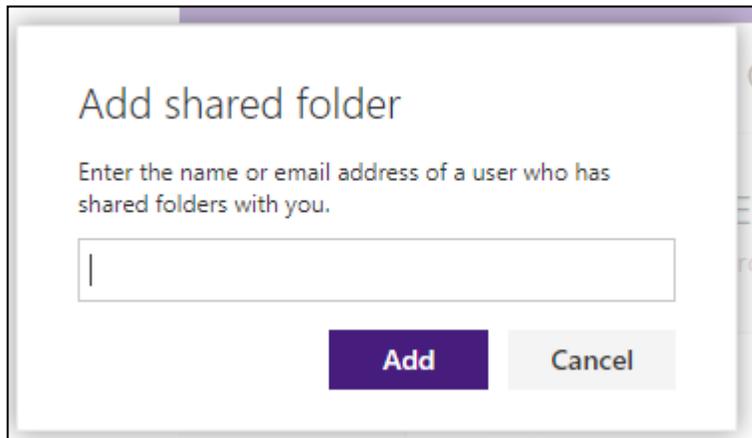


Adding a Shared Mailbox to OWA

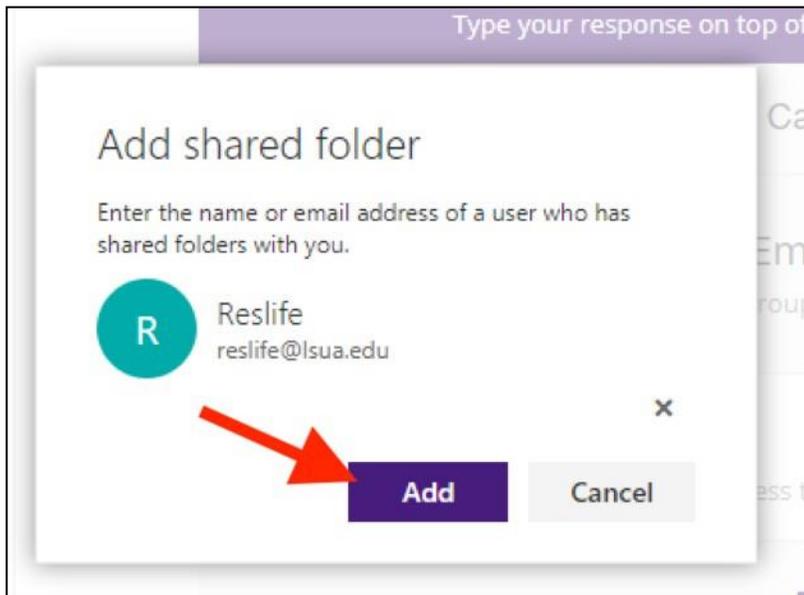
1. Right click on your name and select **Add Shared Folder**.



2. In the box, add your shared email address (i.e., departmentname@lsua.edu)

A screenshot of the 'Add shared folder' dialog box. The title is 'Add shared folder'. Below the title, it says 'Enter the name or email address of a user who has shared folders with you.' There is a text input field with a vertical cursor. At the bottom, there are two buttons: 'Add' (in a dark blue box) and 'Cancel' (in a light gray box).

3. Next, confirm by click **Add**.



4. Once you've successfully added your shared mailbox, click the arrow next to the mailbox name, located under your name.

