Opening a Shared Mailbox from the Outlook Web Application

1. From Office 365 online portal, click on the picture/silhouette in the top right-hand corner
2. From the Office 365 menu, select "Open another mailbox"
3. In the "Open another mailbox" dialog box, enter the name of the shared mailbox. If no name can be found in the dropdown, either the incorrect name was entered, or the mailbox does not exist.
4. Once the correct mailbox appears in the box, Click "Open" and the shared mailbox will open in a new tab in your browser.