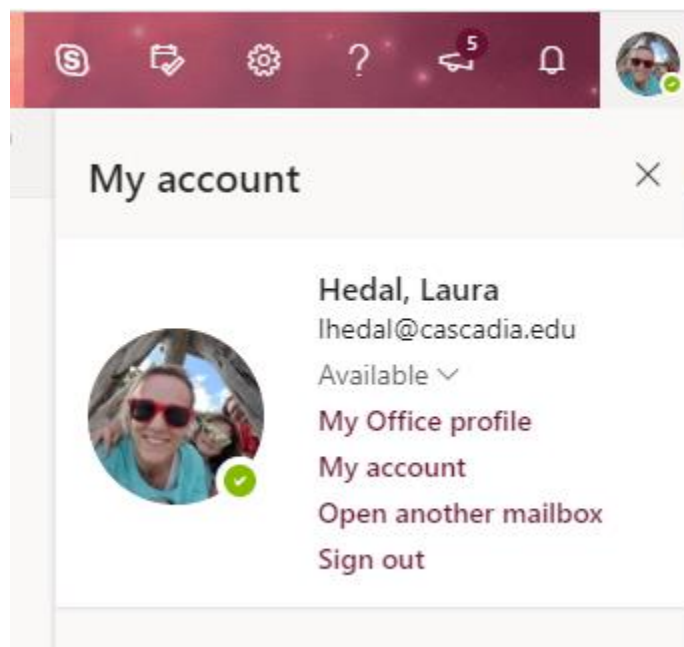


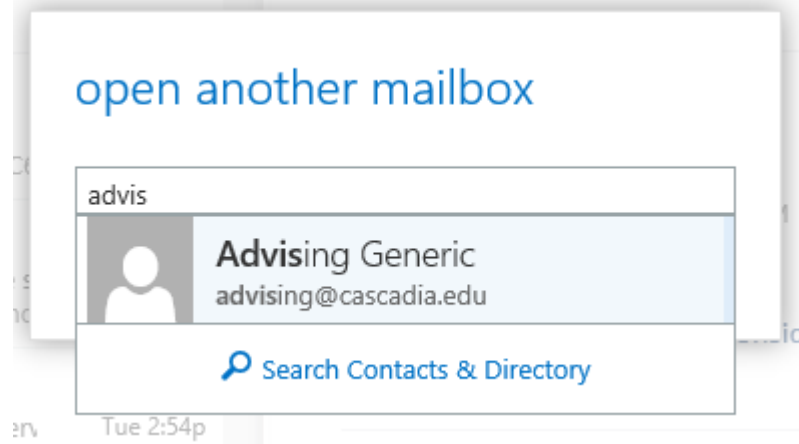
# Connecting to Shared/Additional Mailboxes via the Web

Completion of the steps described in this tip sheet require special permissions for access to other mailboxes. Please check with the Help Desk to verify you have the appropriate access prior to attempting to complete these steps if you are unsure. You may contact the Help Desk by email at [helpdesk@cascadia.edu](mailto:helpdesk@cascadia.edu), by phone at 425-352-8228 or by chat at [support.cascadia.edu](https://support.cascadia.edu).

1. Using any web browser, log in to Office 365 with your Cascadia account at <https://login.microsoftonline.com/> (if you do not know how to complete this step, please see separate user guide on how to complete that task or contact the Help Desk).
2. Click on your user icon (upper right-hand corner, picture if you have one) and select 'Open another mailbox'



3. At the 'open another mailbox' dialog, type in the email address or account name and select it from the auto-populated drop down.



4. Click 'Open' – the mailbox will open in a new window.

If you have any problems, please contact the Information Services Helpdesk. Reference what documentation you have tried and provide a synopsis of the issue you are having. You can call the Helpdesk at **425-352-8228** (ext. 2-8228), chat with us at [support.cascadia.edu](https://support.cascadia.edu) or email us at [helpdesk@cascadia.edu](mailto:helpdesk@cascadia.edu).