- 1. Log into office.com with your Clark login
- 2. Click on the Outlook icon



3. Once in Outlook, at the upper right there is your login logo in a circle (mine is the SL in a green circle), click on it



4. Then click on "Open another mailbox"



5. Enter the Shared Mailbox" name (Example: CTC Media) in the pop menu called "Open another mailbox". Select the mailbox you want.

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6. Now, click "Open" to access the shared mailbox (CTC Media mailbox as in the example).

Open another mai	lbox	×
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