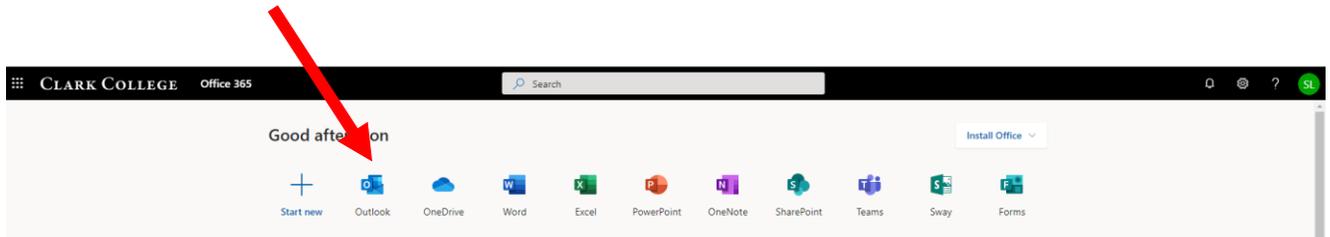
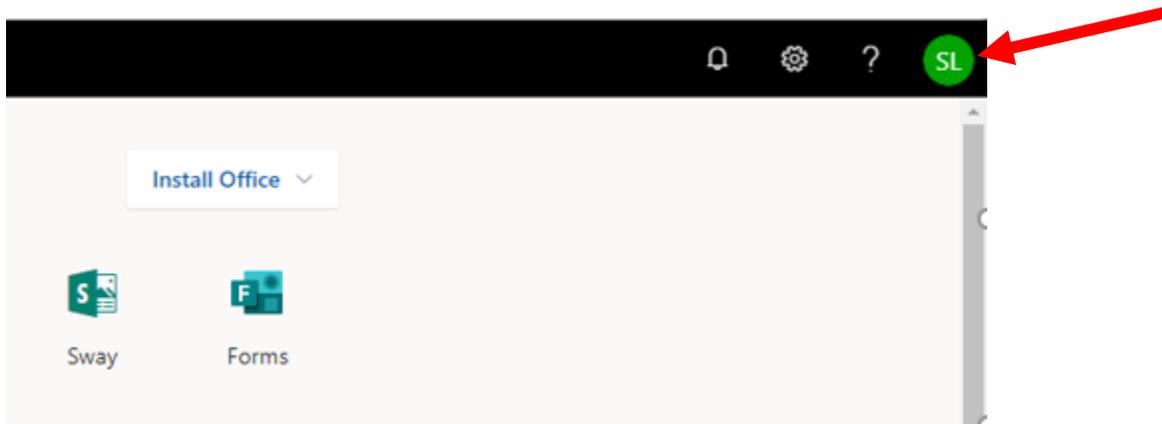


Access Shared Mailbox from the Web (Office 365)

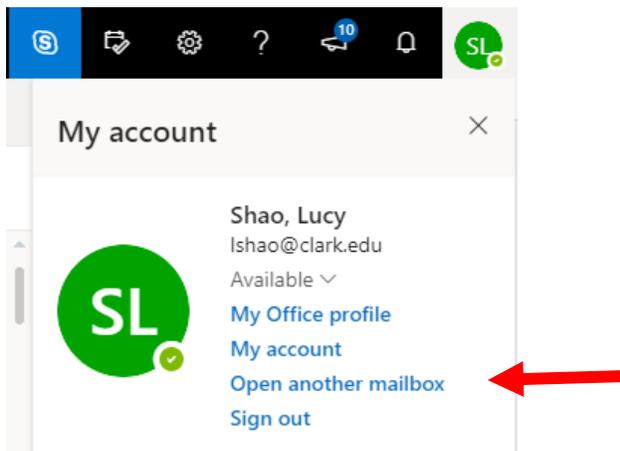
1. Log into office.com with your Clark login
2. Click on the Outlook icon



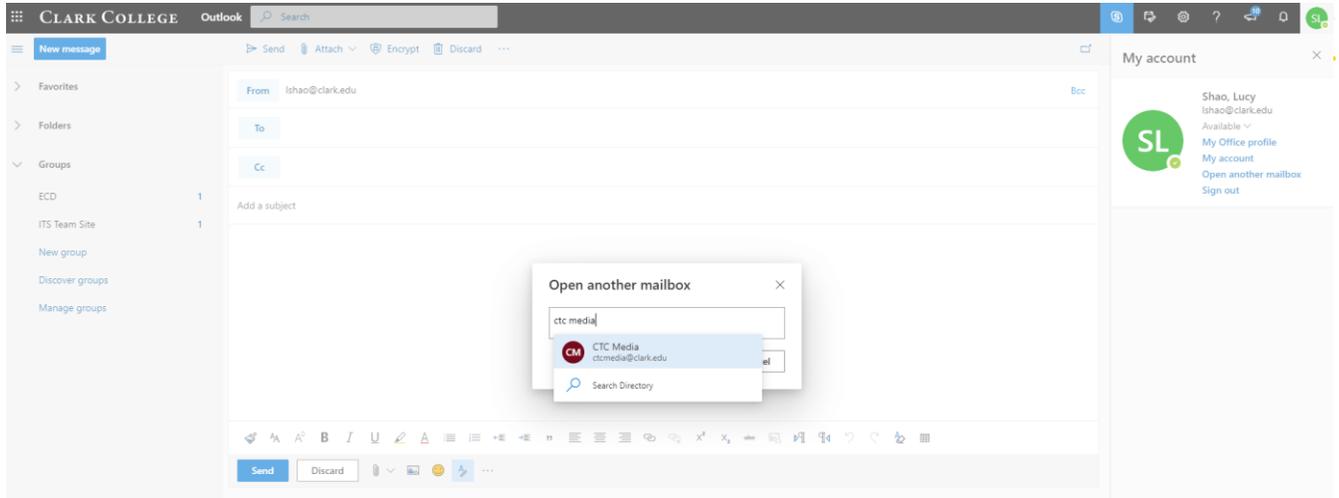
3. Once in Outlook, at the upper right there is your login logo in a circle (mine is the SL in a green circle), click on it



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.



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

