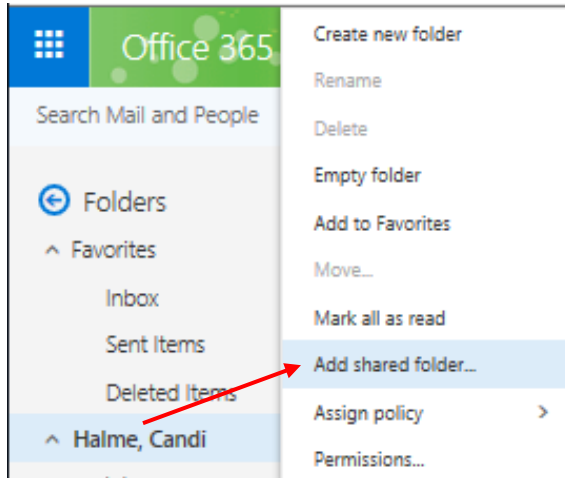
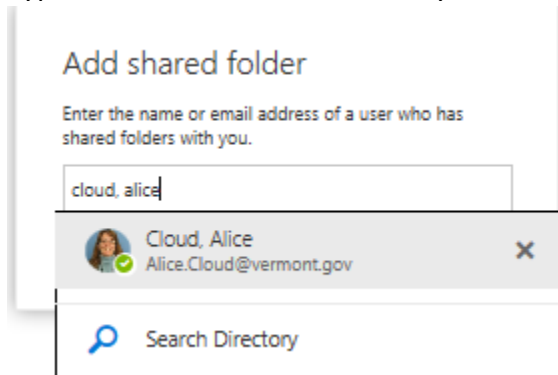


Add a shared mailbox to your navigation pane in the Outlook Web Portal

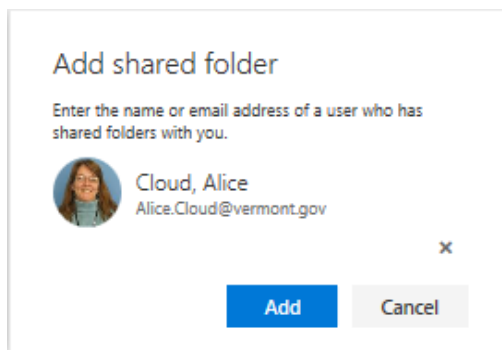
1. Sign into the O365 web portal here: <https://portal.office.com>
2. Right click on your name in the left navigation pane and choose 'Add shared Folder'.



3. Type in the name of the mailbox you wish to access and choose from drop down.



4. Choose 'Add'.



5. The mailbox should now be listed on the left navigation pane.

