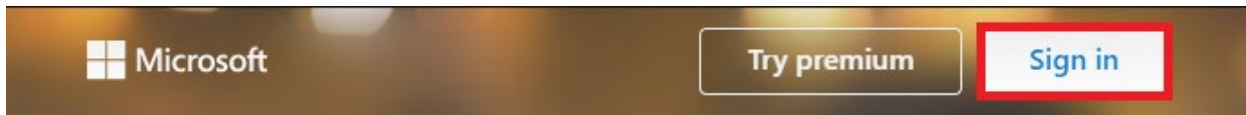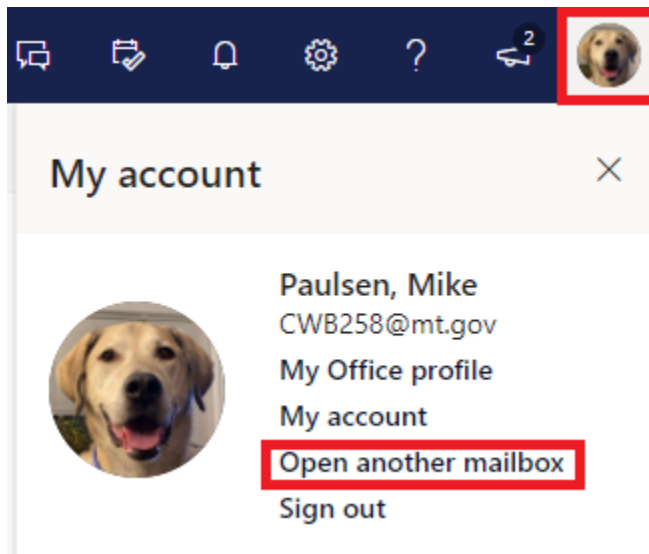# Opening a Shared Mailbox in Outlook.com
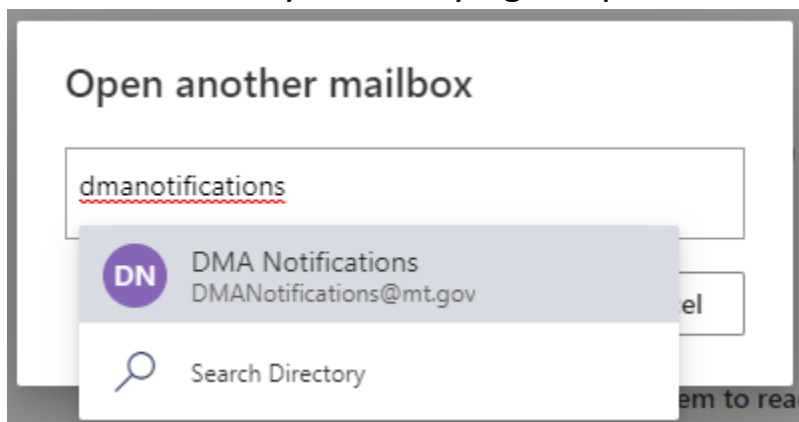
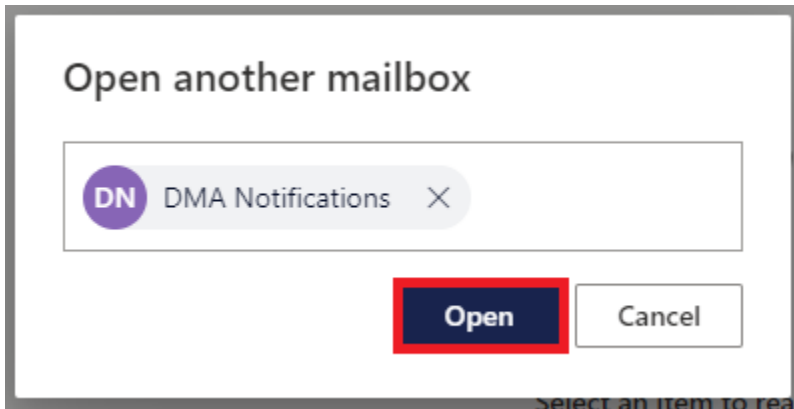1. Open your web browser and navigate to Outlook.com.

2. Click on your Account button in the upper right corner of your screen, then click "Open another mailbox".

3. Click in the dialogue box that appears and type the email address of the shared mailbox you are trying to open.

4. Click on the mailbox in the menu that appears, then click "Open".

5. The shared mailbox will open in a new tab and you will be able to access both your primary mailbox and shared mailbox in the same browser window.