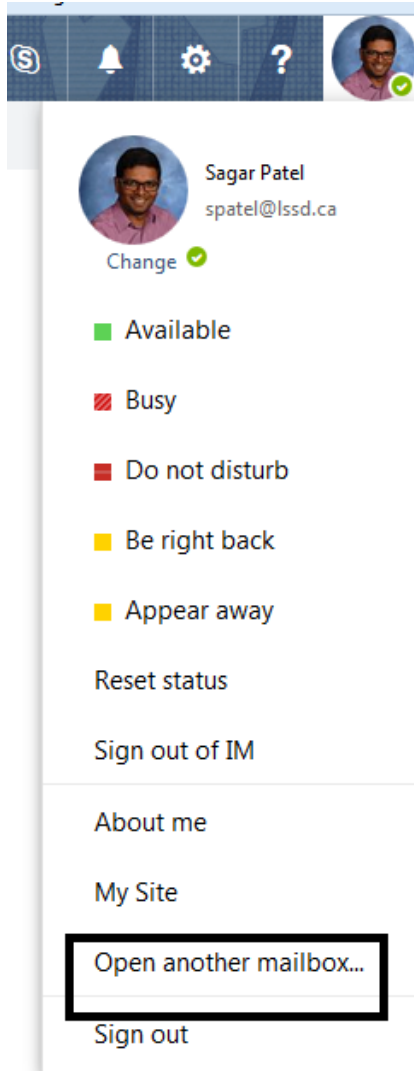


How to access Shared mail box from your outlook web version

Log in to your Office 365 Web version to “portal.office.com”

Click to Mail tiles 

From right corner on top - mail, click to your photo and select “Open another Mailbox”



A small menu will open. Type the shared mail box name, for example “ Isrcss- Sub plans “ and click to open , see below snapshot for example. It will open shared mail box in new window.

Open another mailbox

LSRCSS



LSRCSS-Sign Request
lsrccs-signrequest@lssd.ca



LSRCSS-Student Bulletin
lsrccs-studentbulletin@lssd.ca



LSRCSS-TV Requests
lsrccs-tvrequests@lssd.ca



@LSRCSS-Staff
lsrccs-staff@lssd.onmicrosoft.com



LSRCSS-Sub Plans
lsrccs-subplans@lssd.ca



Room: LSRCSS - Room 140
lsrccs-room140@lssd.onmicrosoft.com



Room: LSRCSS - Theater
lsrccs-theater@lssd.onmicrosoft.com

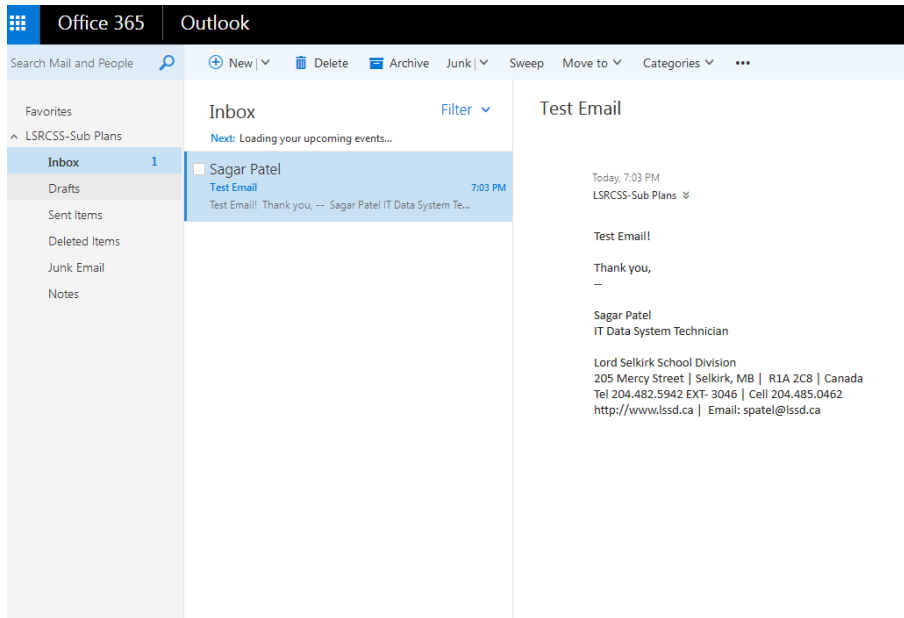


Room: LSRCSS - Conference Room
lsrccs-conferenceroom-upstairs@lssd.or

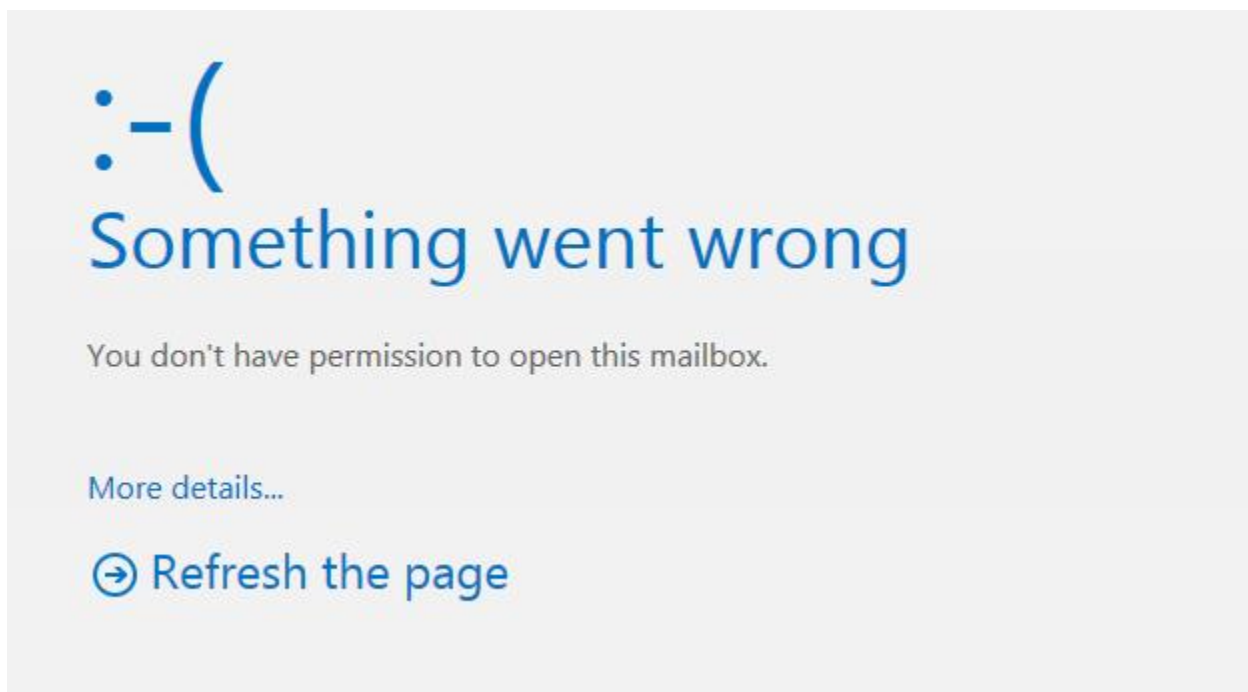


Room: LSRCSS - Conference Room
lsrccs-conferenceroom-downstairs@lssc

It will open the mail box of LSRCSS-Sub Plans.



If you are not a member of the “LSRCCS- Sub Plans” then what? It will still allow you to open another mail box, but window will open as shown in snapshot below. This means you do not have permission to open the shared mail box.



Note: if Member request to admin or owner to have Shared mail box access. While owner/Admin will allow member to see Shared mailbox - please allow some time to activate shared mail box on your outlook. (User must clear Browser history , before trying to access to Shared mail box).