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## How to access a shared mailbox when using Outlook Web Access (OWA)

Burner EOAS - 2025-03-17 - Email, calendar, and contacts

When you are signed in to FASmail Web Mail interface (https://mail.ubc.ca), click on the avatar icon (blank head, or a picture), at the top right. Select "Open another mailbox" from the drop down menu.

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2	Change	
	Open another mailbox	
	Sign out	

In the prompt that appears, start typing the email address of the mailbox you want to open. If the name does not autofill, type it in and select "Search Directory" to find the mailbox.

Open another mailbox		
Study Gro	oup	
Q	Search Directory	

One you have selected the correct mailbox, click Open to be brought to a new window with the other mailbox.

If you know you will be accessing the shared mailbox often, you can bookmark the URL for future use.

## **Alternative Method**

You can right-click your name on the left hand side and click 'Add shared folder.'

	Mail		
Searc	h Mail and People	Q	
Far	vorites		
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	Create new folder		L
	Rename		ľ
	Delete		l
	Empty folder		l
	Add to Favorites		l
	Move		L
	Mark all as read		
	Add shared folder		
	Assign policy	>	l
	Permissions		J
	Unknown		

In the prompt that appears, start typing the email address of the mailbox you want to open and press enter. If the name does not autofill, type it in and select "Search Directory" to find the mailbox.

Add sh	ared tolder	
Enter the na shared folde	me or email address of a user who has ers with you.	
website		
	UBC-EOSC Website website@eoas.ubc.ca	

Click add to add the shared mailbox to your FASmail account. The shared mailbox will appear under your main mailbox.