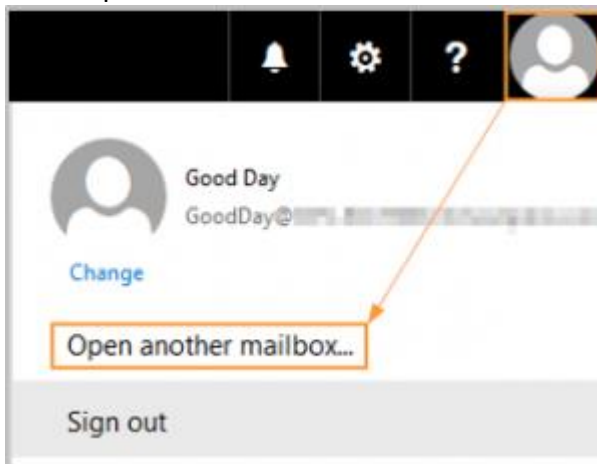




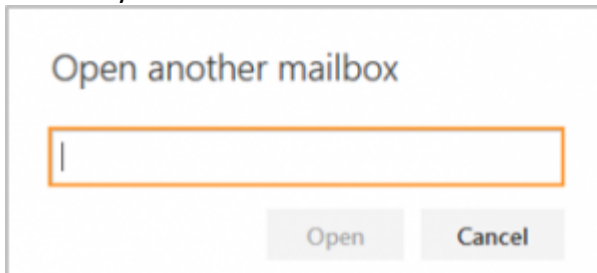
HOW TO: OPEN ANOTHER MAILBOX OFFICE 365 & OUTLOOK 2016/2019

Office 365 - Outlook Web Access

1. Login to [Office 365 Outlook](#) using your own email address and password.
2. Click on your display photo / initials in the upper-right corner of the window and click "Open another mailbox" as shown in the screenshot below:



3. The "Open another mailbox" prompt will now appear. Type the email address of the mailbox you want to view in here and click "Open" as shown below:

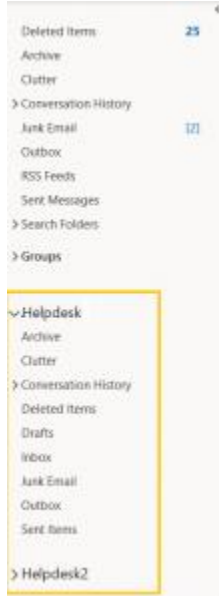


Depending on your browser, the mailbox will now open in a new tab/window.



Office 2016, Office 2019 and Office 365 - Locally Installed Outlook

If you have access to another mailbox, this should automatically appear beneath your own mailbox folders in the "Folder Pane" as show below.



Be aware that if this is your first time signing into Outlook on your computer, it may take some time for the mailbox to appear and in some instances a restart of Outlook.