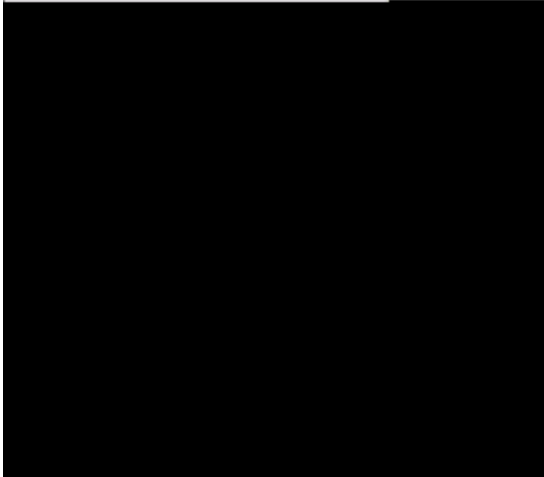
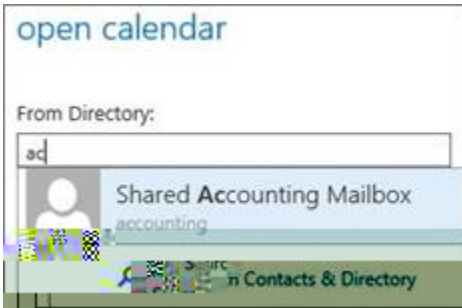


_____ Open the shared mailbox in a separate browser window

1. Sign in to your account in Outlook Web App.
2. On the Outlook Web App nav bar, click on your name. A list appears.
3. Click _____.
4. Type the _____ of the other mailbox that you want to open. Another Outlook Web App session opens in a separate window, allowing access to the other mailbox.



3. In _____, search for the shared calendar you want to open. Select the shared mailbox you want to open, and then click _____.



4. The shared calendar displays in your Calendar folder list.



