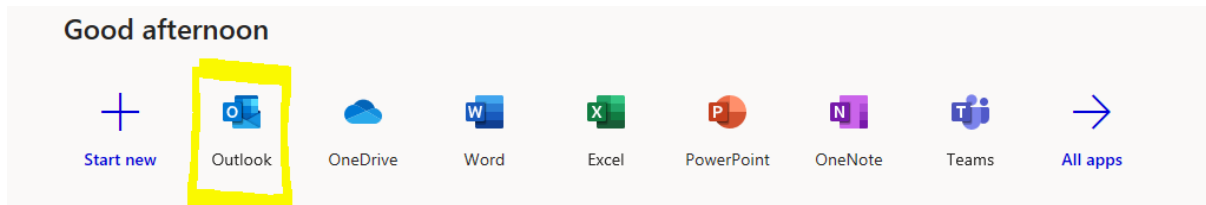


Adding a Mailbox in Office 365

Open the following web page <https://www.office.com/>

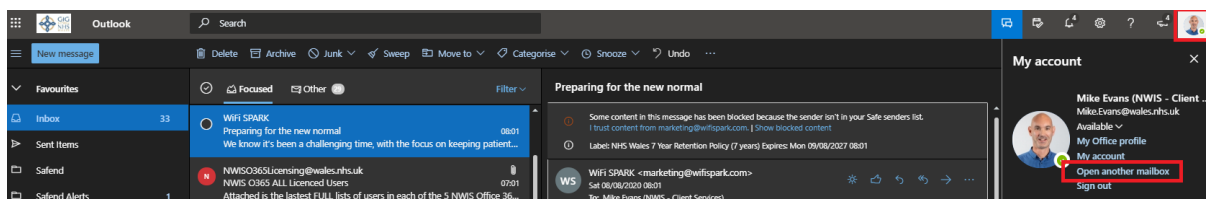
Log onto your account using your personal @wales.nhs.uk account

Select Outlook from the Apps

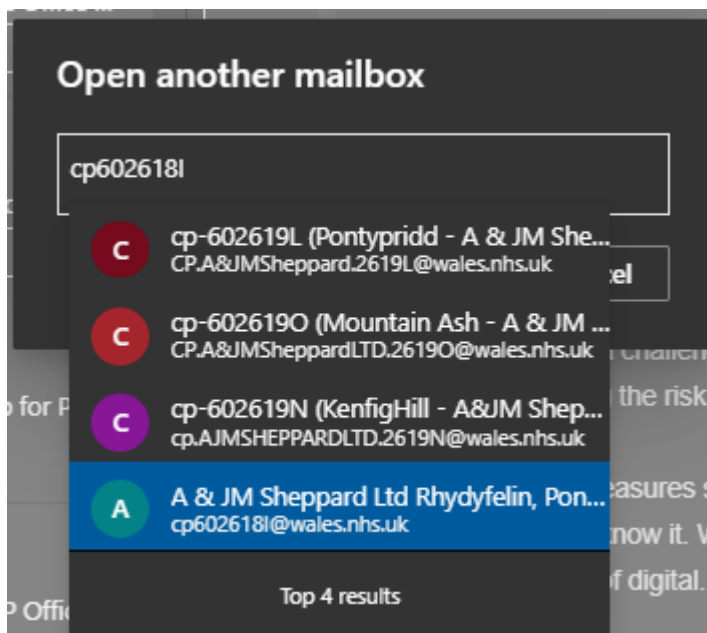


When you have opened Outlook on the web.

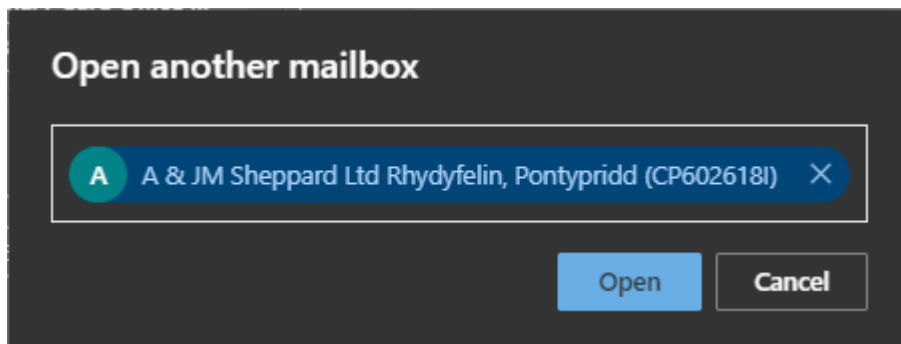
Click on your account icon top right corner and select Open another mailbox



Type in the name of the shared mailbox and select from the list of options.



Select the correct option



Click Open and the shared mailbox will open in another tab in you web viewer