

# Opening Additional Mailboxes: Two Ways

There are two ways to open mailboxes in addition to your own: using Outlook and using OWA.

## Instructions

**Once you are logged in to your account...**

If you are using Outlook (not the web-browser):

1. Click on **File**.
2. While on the Info tab, click on **Account Settings**, and then select **Account Settings...**
3. An Account Settings page should pop up with several different tabs.
4. Navigate to the **Email tab** and select **New...**
5. An Add Account page should pop up.
6. Select **Email Account** and then click **Next**.
7. On the Email Account section you will see several fields fill them in as below:
  - a. Your Name: Put in the name of the group/departmental mailbox
  - b. Email Address: Put in the complete email address of the group/departmental mailbox including @clarku.edu
  - c. Password: Leave both of these sections blank
8. Click on **Next**.
9. When prompted, use your Clark credentials (your email address as the username).
10. Click **Finish**.

If you are using the Outlook Web App:

1. Navigate to the top right of the page and you will see an icon of a person. This is to the right of the question mark.
2. Click on the icon of a person.
3. Select Open another mailbox...

4. Type in the email address of the group/departmental mailbox.
5. Click Open. The mailbox will open in a new tab.