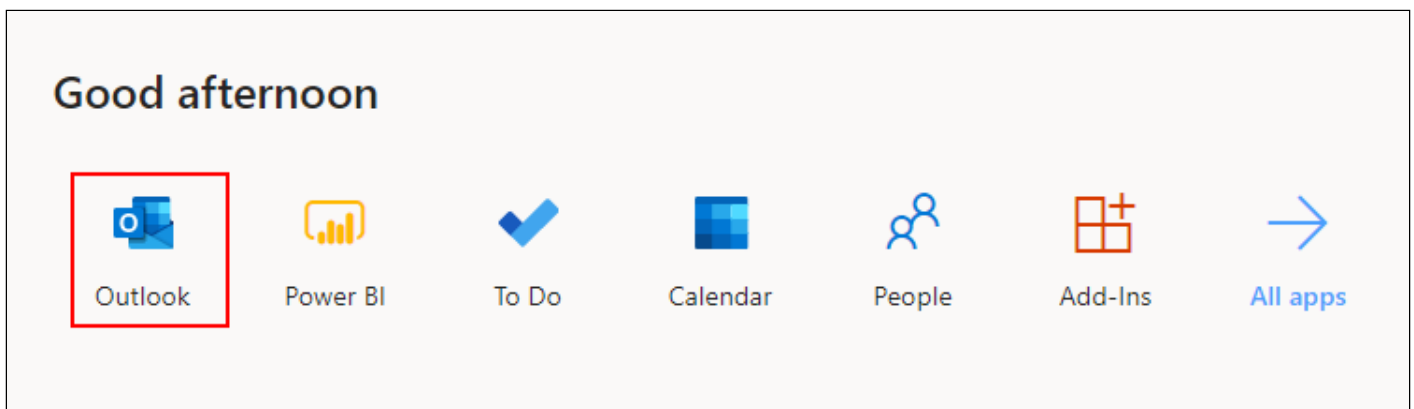# Email - Outlook Web Access (OWA) - Open Mailbox

Outlook Web Access

Office365 for Outlook has the ability to access mailboxes via a web browser without using an Outlook mail client installed on a machine. To access this feature, you can navigate to

https://office.com and login using your work email address and network password to gain access.
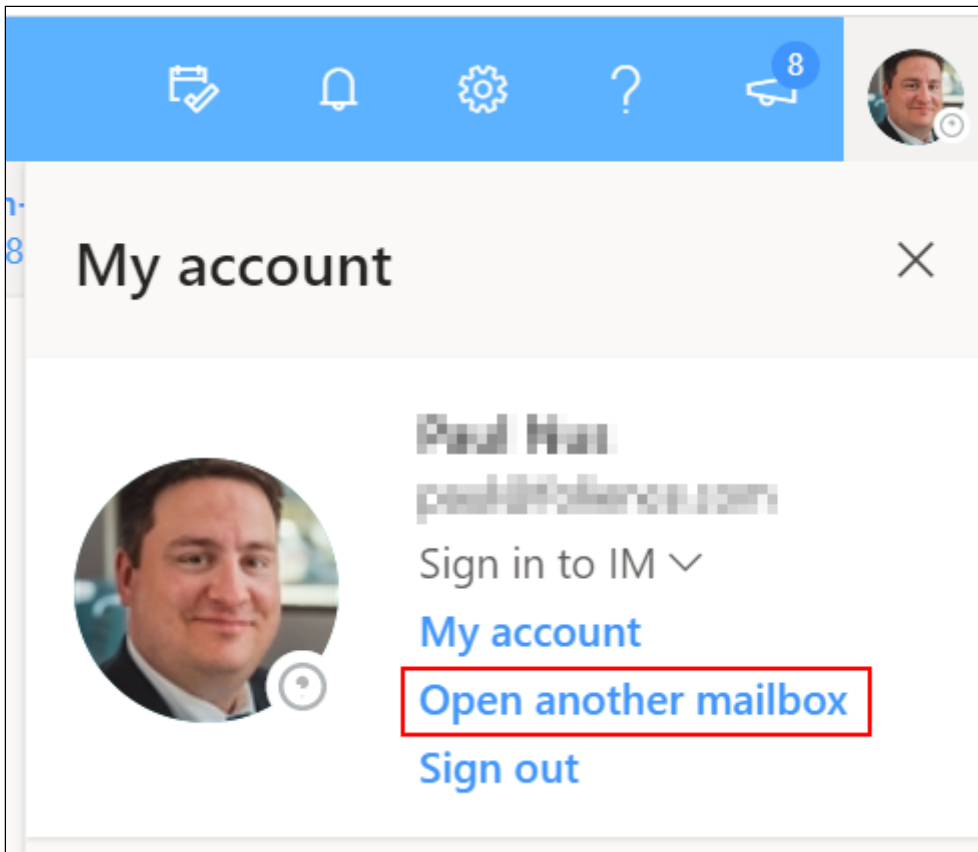
Outlook App
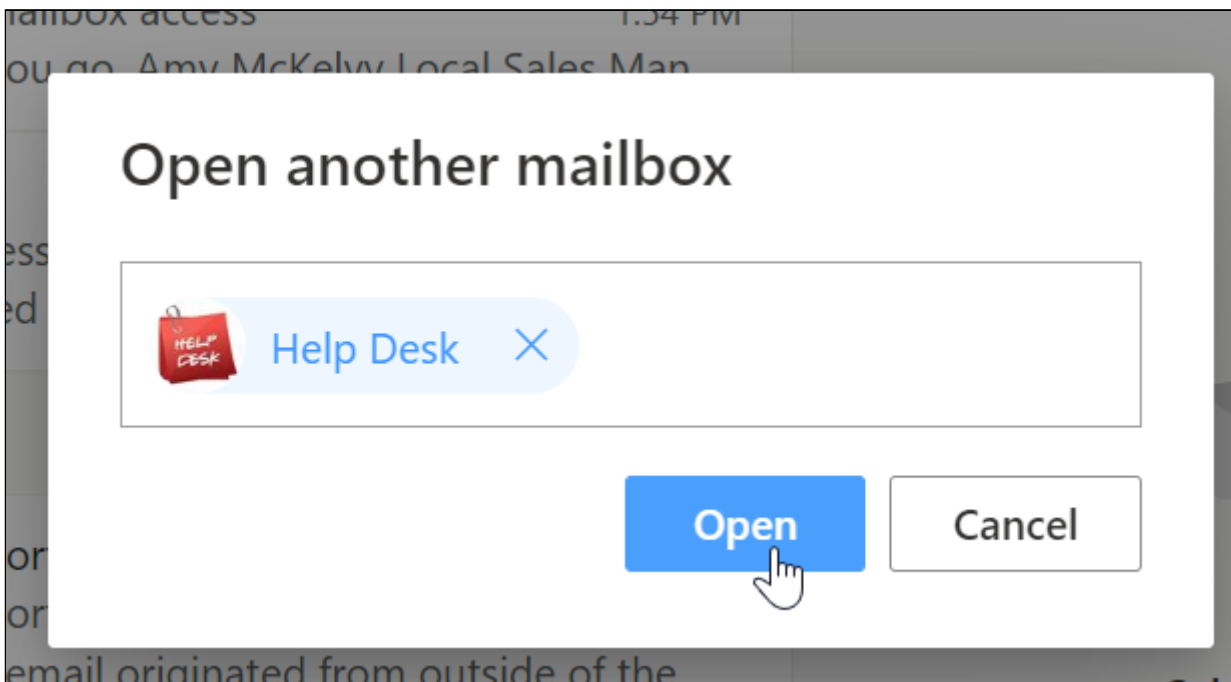
Choose the Outlook application.

From this option you can read, review, and respond to emails in your mailbox.
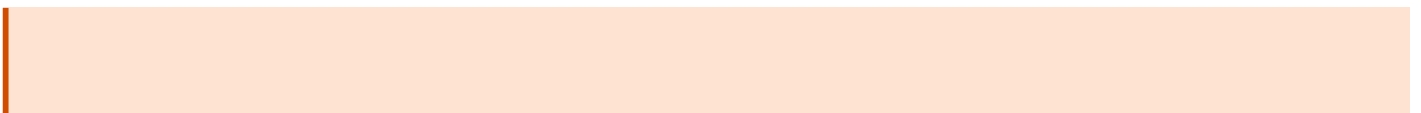
Open Another Mailbox

If you need to open a mailbox of someone else you have rights to or a shared mailbox **without adding it to your primary inbox view**, you can do so by going to the top right on your avatar and choosing "Open Another Mailbox..."

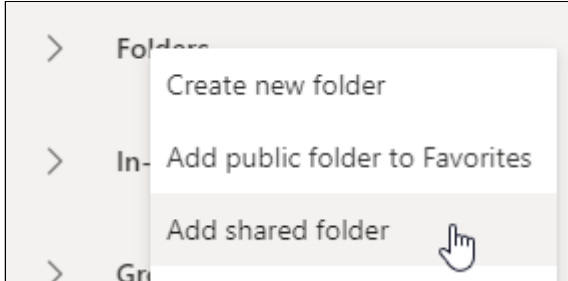Search for the mailbox you want to open and click open.

Add Shared Folder

This section is **OPTIONAL** if you only want to view a **folder** of another mailbox (such as the inbox folder) inside your personal mailbox.

To add a shared mailbox to your primary inbox on Outlook Web Access (OWA). Right-click the "Folder" navigation item and choose "Add shared folder". Find the mailbox and add the one you have access to and it will add another folder in your web application.

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