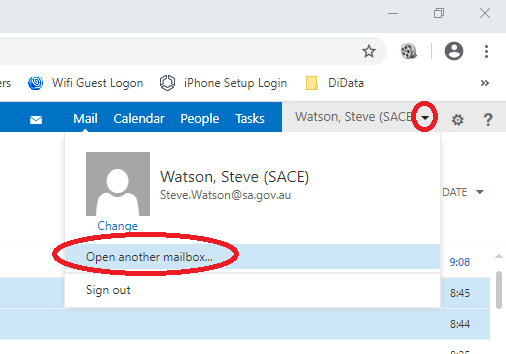
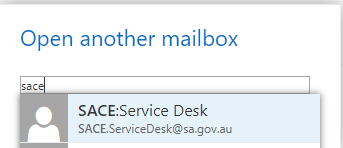
**OWA - Adding Another Mailbox**

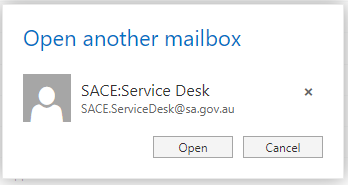
1. With OWA open click on the down arrow to the right of your name top right of the OWA screen as seen below



1. Start typing in the name of the mailbox you need access to as seen below



1. Click on “Open” as seen below



1. The additional mailbox will open in a new browser tab

