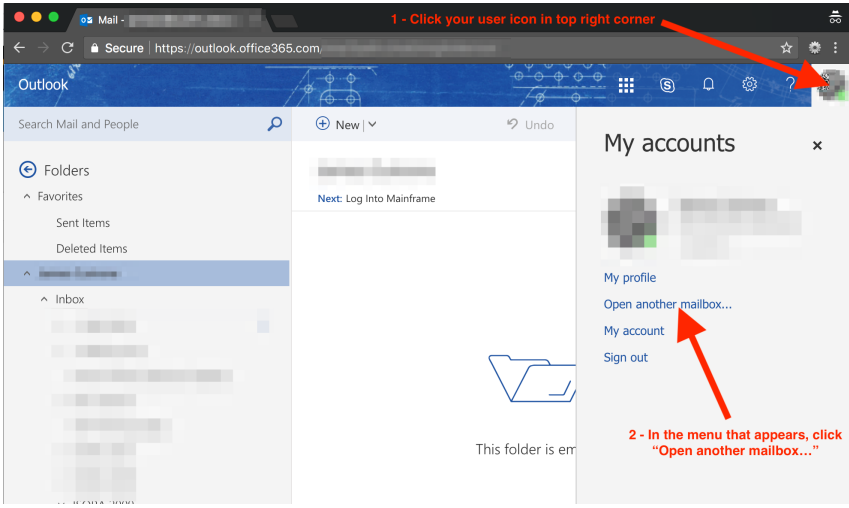
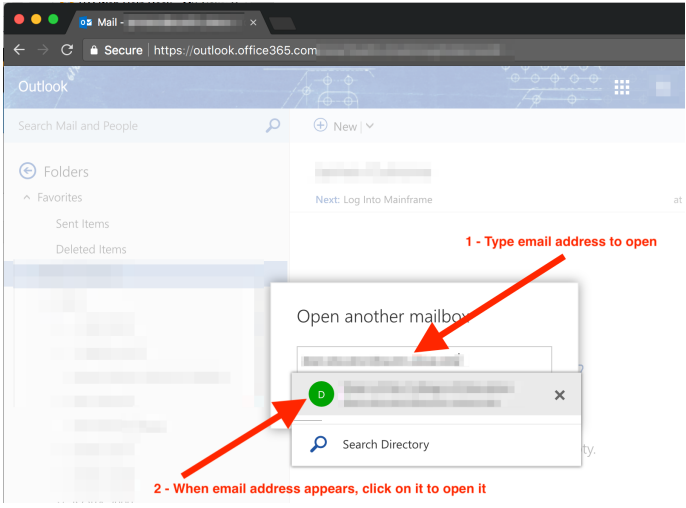
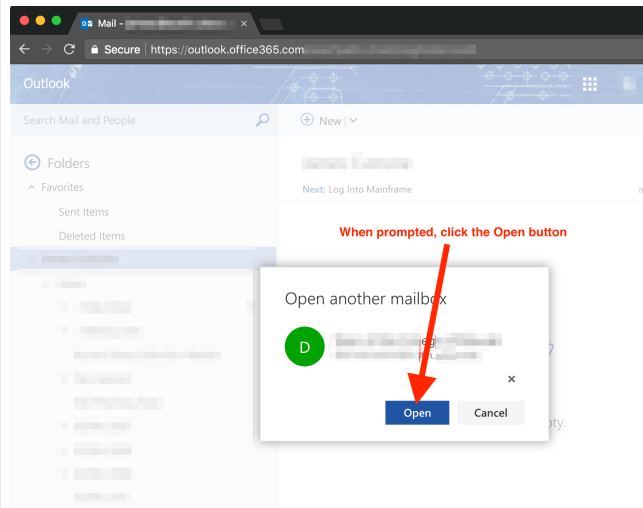


# How to Open a Shared Resource Email Account Using The Office 365 Outlook Web Client

<p>First you'll need to log into the Office 365 Outlook Web Client if you haven't already done so. <a href="#">See this tutorial</a> for instructions on how to do that.</p> <p>Once you log into the Office 365 Outlook Web Client, return back to this tutorial and proceed to the next step.</p>	<p><a href="#">Click here for a tutorial on how to log into the Office 365 Outlook Web Client</a></p>
<p>To open the email account that you have been delegated access to, click on your Office 365 user icon in the top right corner.</p> <p>In the menu that appears, click on <b>Open another mailbox...</b></p>	
<p>In the window that appears, type in the email address of the email account that you want to open up. A drop down menu will appear and the email address should appear as a clickable item. Click on the email address to select it.</p>	

In the next window that appears, click on the **Open** button.



You should now be able to view the inbox for the delegated email account. You should also be able to send new emails from this email account.

**i** If you are unable to send new emails from the shared email account, contact [help@education.utexas.edu](mailto:help@education.utexas.edu) for assistance. Your email account may need to be granted additional privileges to be able to send emails on behalf of this other email account.