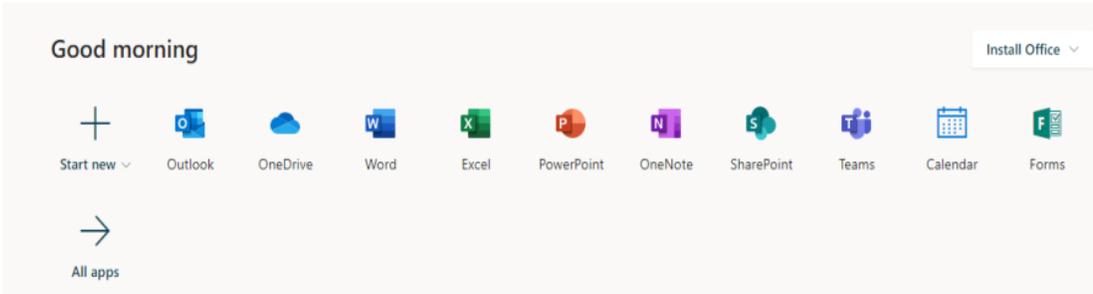
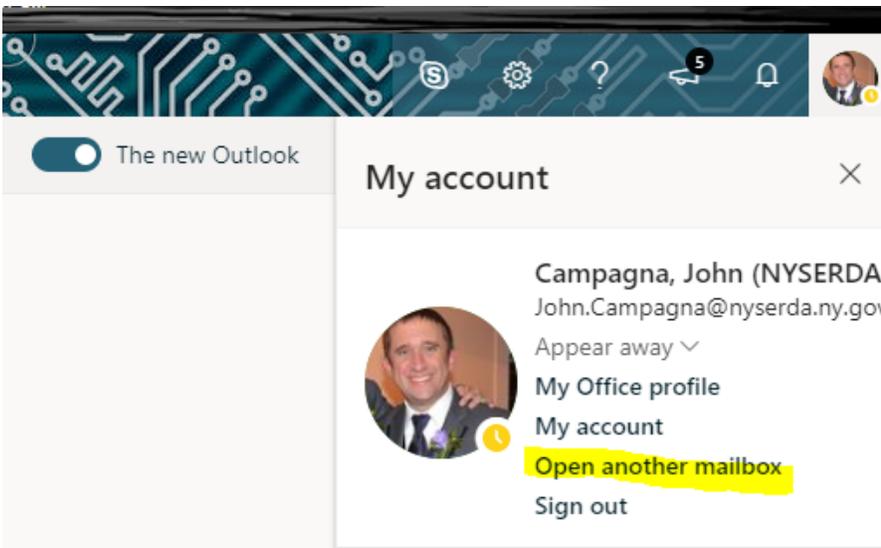


# Office365: Creating Rules in Shared Mailboxes

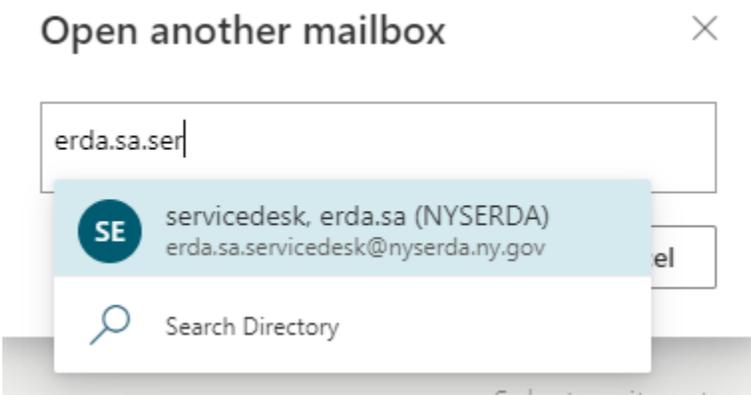
1. Log into Office 365 via [Webmail](#)
2. Once logged in open outlook on the top panel



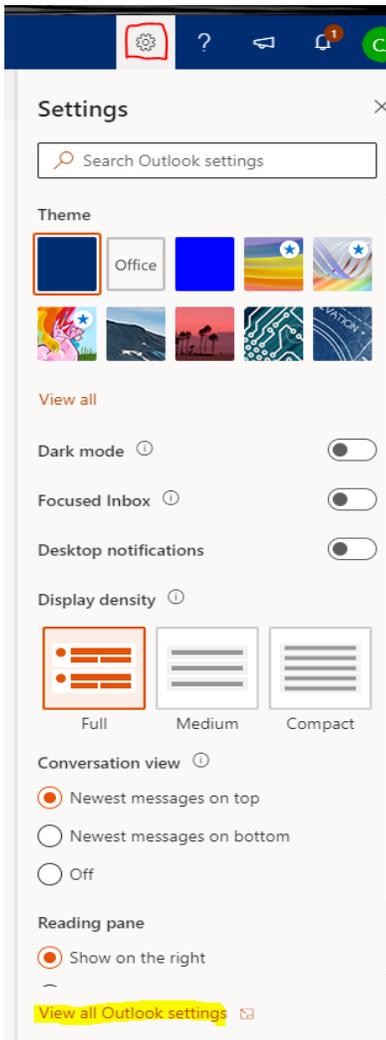
3. In the top right of the screen click on your profile picture and then select **open another mailbox**



4. Type in Mailbox name that you are looking to edit and press **open**



5. Click on the cog in the upper right portion of the screen and then press **View all Outlook settings**



6. Finally click on **Rules** and put in the name and logic of the rule you wish to make.

