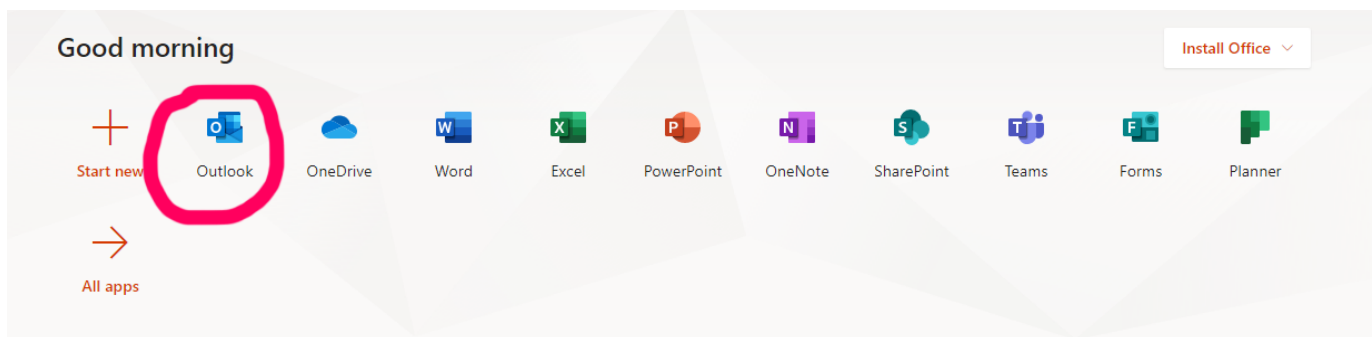


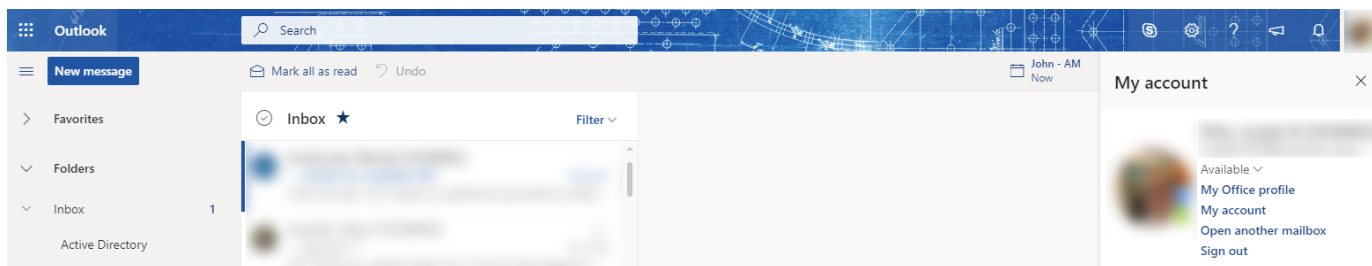
Office365: Access another mailbox from Outlook

If you're out of the office and need to access a mailbox that you have access to from the main Outlook app, you can still get to it from Outlook online. Here's how!

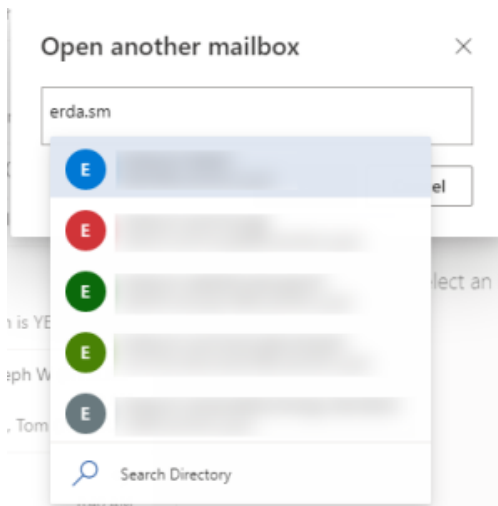
First, connect to office.com and log in. Then select the Outlook icon circled below



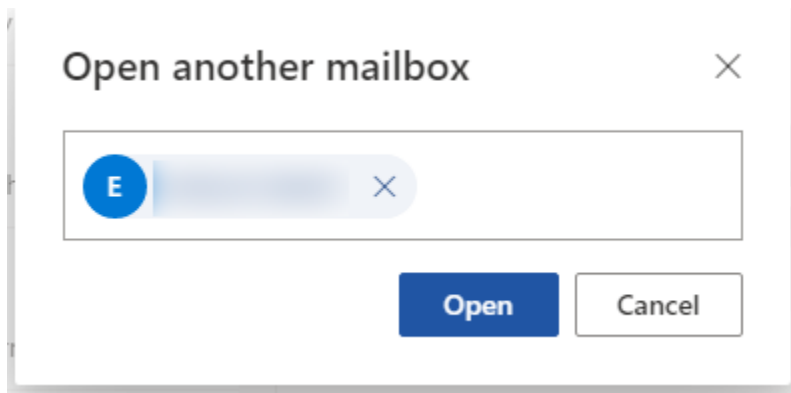
Once you've logged in and have Outlook open in a tab, click on your icon in the upper right



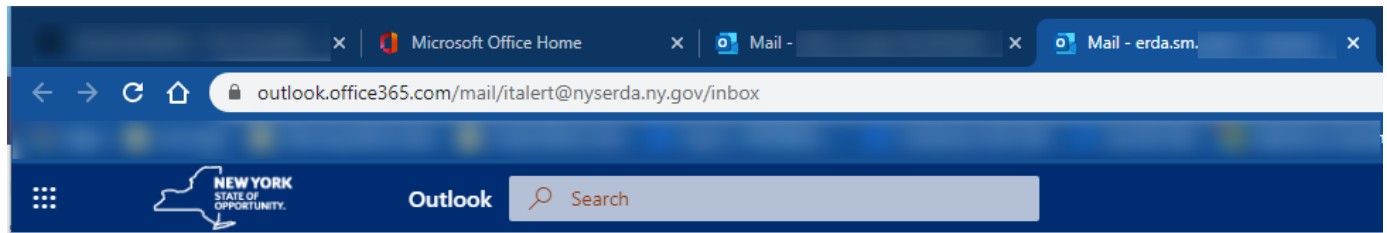
Select "open another mailbox" and start typing the box you need access to. Remember, all NYSERDA shared mailboxes start with "erda.sm"



It may autocomplete. If it does, just select it and click open



The shared mailbox will open as a new tab in your browser.



You can then work inside that box just like your regular Outlook account!