How to open a Shared Mailbox through the internet browser:

1. Open an internet browser, go to this link: https://outlook.office365.com , log into your Office 365 account. Type in your username@nmmu.ac.za (If your account hasn't been migrated to Mandela and use username@mandela.ac.za if you have been migrated) then Click Next.

Microsoft

Sign in

O36505@nmmu.ac.za

Can't access your account?

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2. You will be prompted to type in your username and password, and then click Sign in.
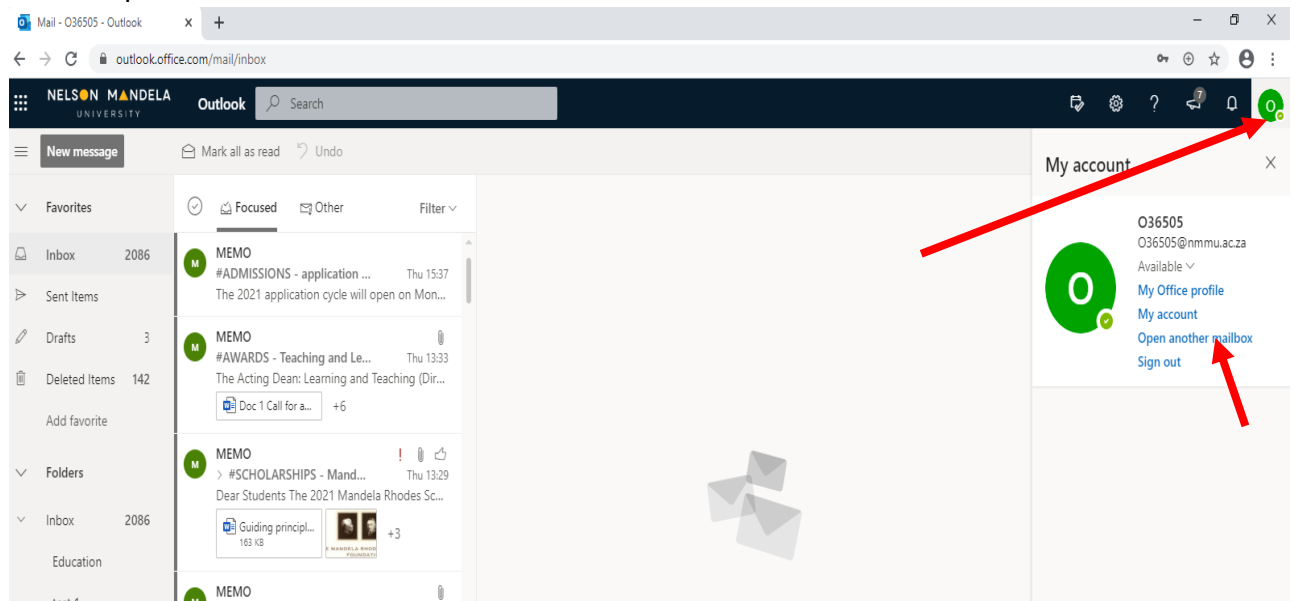
Nelson Mandela University
Office 365

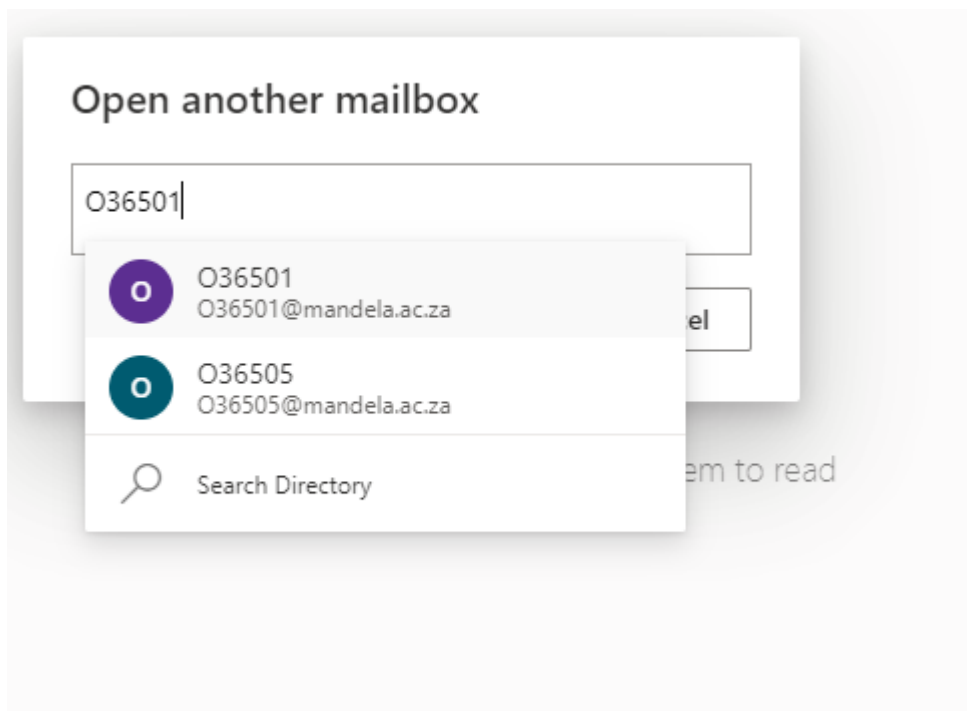Sign in with your organizational account

o36505@nmmu.ac.za

Password

Sign in

3. Click on the "Account Button" in the top right of your browser. (The Account Button will either display your Profile Picture or your Initials.)
Select 'Open another mailbox"

4. Type in the Share Mailbox name, once found click on it and Select Open. The Shared Mailbox will open up in a new page\tab

5. Note: If you do not have permissions on the Shared Mailbox, the following screen will appear.