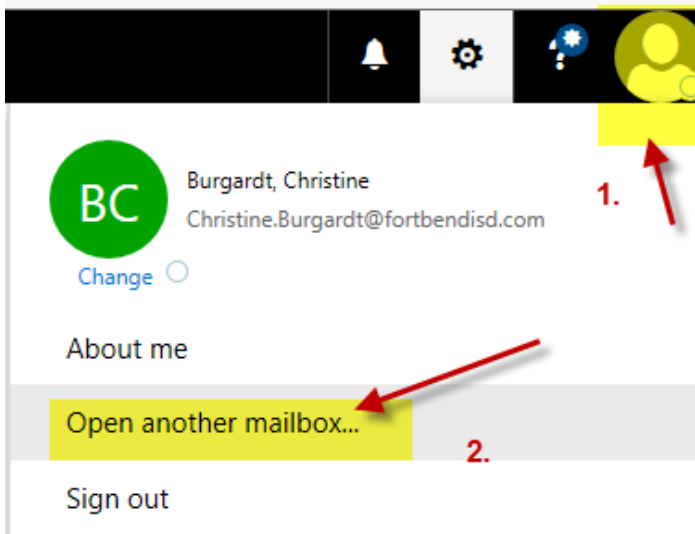


Title: How to Open a Shared Mailbox from the Office 365 Portal

	Author/Owner	Peer Reviewer	Approver	Effective Date:
Name:	Nurose Mohamed			Review Date:
Title:	Sr. System Engineer			
Date:	8/24/2016			
Signature:				Supersedes:

Procedures	Screenshots
<p>Note: This step needs to be performed by signing in the office 365 portal at Office.com</p>	
<ol style="list-style-type: none"> 1. Sign to the office.com portal. Type in your username (Firstname.Lastname@fortbendisdisd.com) 2. Type your network password. 3. Click Sign in. 4. Select Mail, click on your username in the top right 5. Click on your photo in the top right hand side and select open another mailbox from the drop down menu 	
<ol style="list-style-type: none"> 6. Enter the username for the account you wish to manage 	