

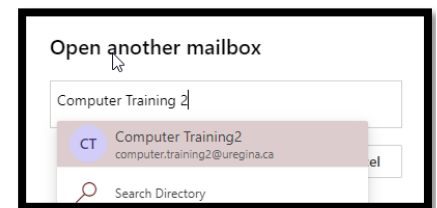
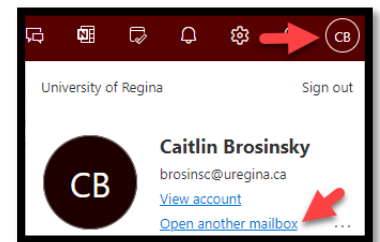
Microsoft Outlook Shared Mailbox Quick Sheet

The University of Regina utilizes M365 Outlook shared mailboxes for our mailboxes and calendaring systems as of May 2024. In this document, we are going over some quick tips to help you navigate the shared mailboxes better. If you need someone to get access or change someone access to a shared mailbox, contact the Service Desk at IT.Support@uregina.ca

How to Sign in to a Shared Mailbox in the Browser:

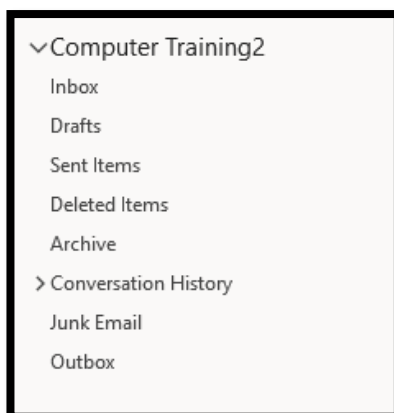
In the browser, you will have to do steps 6 to 8 for each shared mailbox if you have multiple.

1. Go to <https://outlook.office.com/mail/>
2. Sign in using your USERNAME@uregina.ca
3. Enter your password
4. Use Microsoft Authenticator
5. In the top right corner, click on your **initials/profile icon**
6. Select **Open another mailbox**
7. Search for the shared mailbox
8. Select **Open**
9. This will open your shared mailbox in another tab.



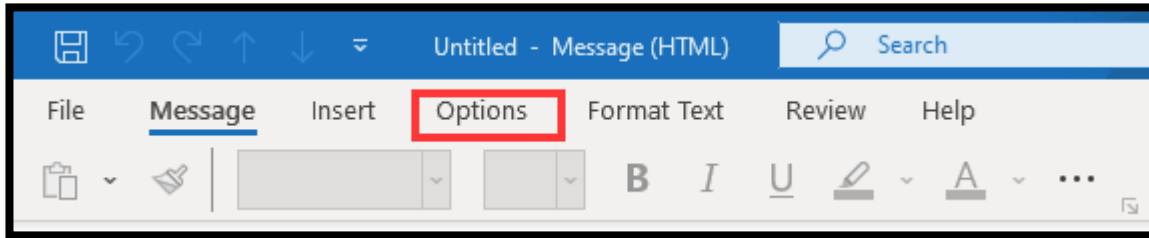
Accessing Shared Mailbox in the Application:

In the application, you can access your shared mailboxes at the bottom of the folders tab.

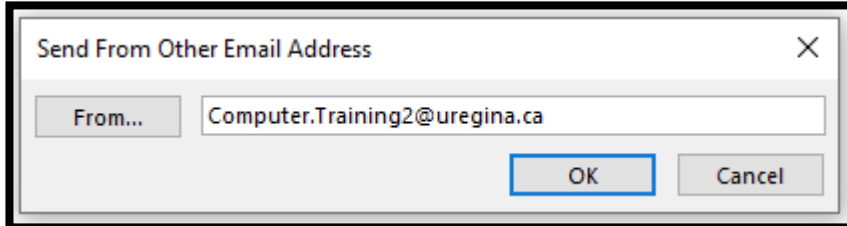
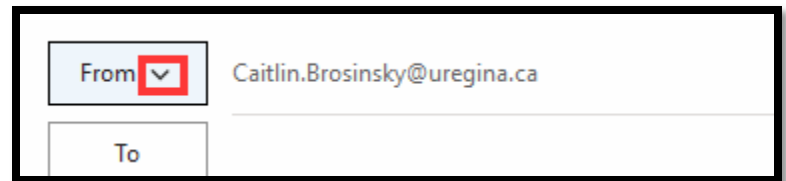


Sending Mailing Through a Shared Mailbox:

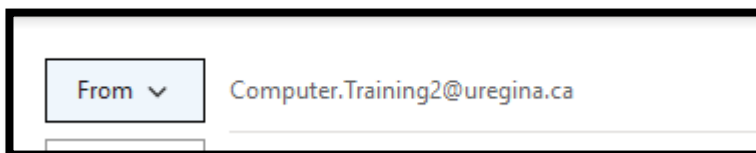
1. Go into the Mailbox of your Shared Mailbox
2. Click **New Mail** or **Reply**
3. Select **Options**



4. Click on the Three Dots
5. Under Show Fields, select From
6. Here, you will see where the email is coming from.
7. Click the down arrow beside From
8. Click Other Email Address...
9. Type in the Email Address (Once you have done this once, it should continually appear)



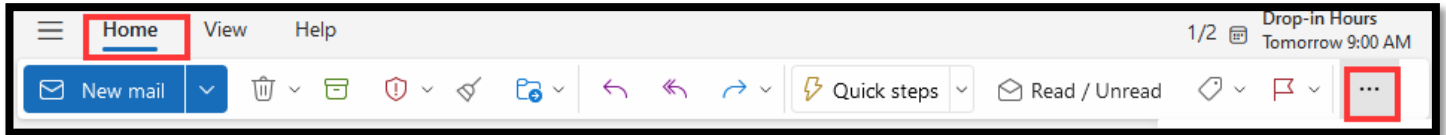
10. Click Ok



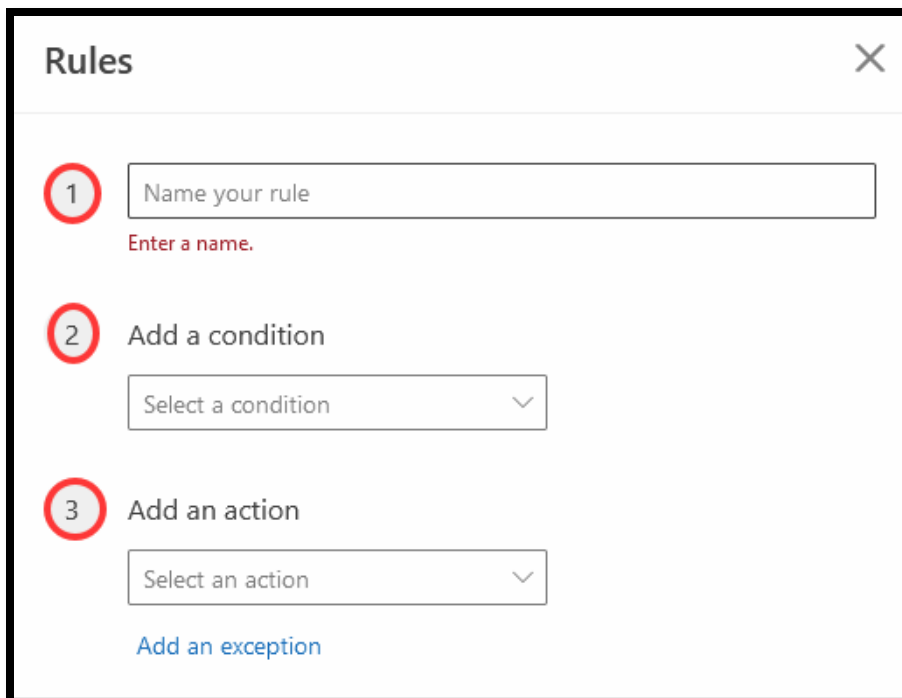
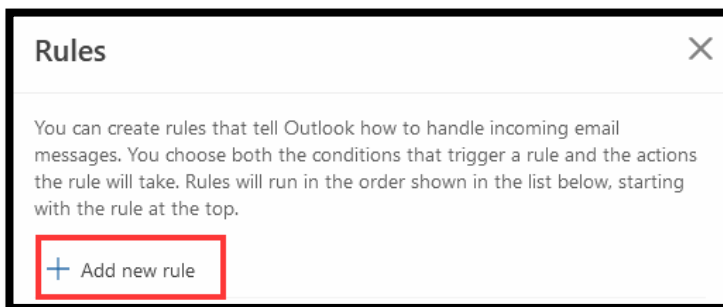
Creating Rules in the Shared Mailbox:

Creating rules for the shared mailboxes works best in the browser version of Outlook.

1. You will start by opening the shared mailbox as shown on the previous page.
2. In the Home Section, you will click on the Three Dots



3. Then you will click on the arrow beside Rules
4. Select Manage rules
5. Click Add new rule



1

Name your rule:

This is where you will select the title of your rule. This will be the title that you can select to make any changes to the rule in the future.

2

Add a condition:

This is where you can begin to add your logic. The condition is the If statement. If this happens. For example, If I receive an email **FROM** Technology.Training@uregina.ca.

3

Add an action:

This is your action to your logic. The action is the Then statement. If this happens, then this will happen. Using the example from 2, If I receive an email from Technology.Training@uregina.ca, **THEN** it will MOVE TO this folder.