Windows

Webmail

Open another mailbox while working in Webmail

For use by:	Students, Employees
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TU Delft Delft University of Technology

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Outlook

Open another mailbox while working in webmail.

Before you begin

The following instruction is supported by the TU Delft and has been tested to be working. However, we offer this manual to you as an extra service. In case you have a configuration or version of **Outlook** other than the one described here and you have problems **setting up a shared email inbox**, neither ICT nor a Servicepoint will be able to help you to **set up a shared email inbox**.

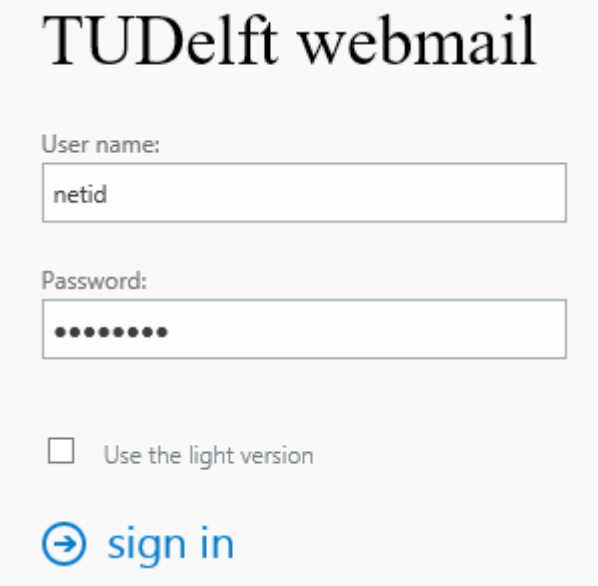
Prerequisites

In order to **set up a shared email inbox**, make sure that you have the necessary access to that inbox.

Open another mailbox when working in webmail

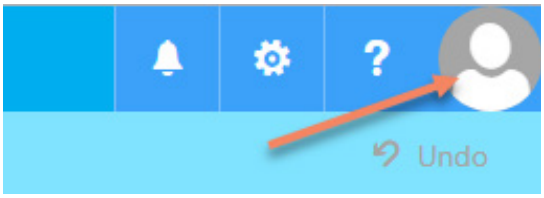
Step 1. Start a web browser and go to https://webmail.tudelft.nl

Step 2. Fill in your User name (NetID) and belonging *Password* and click "Sign in"

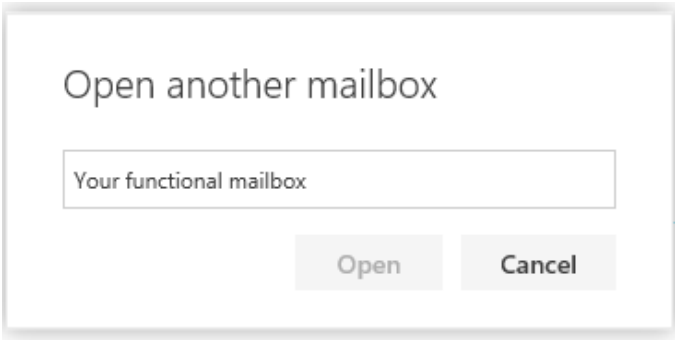


Open a "Functional Mailbox"

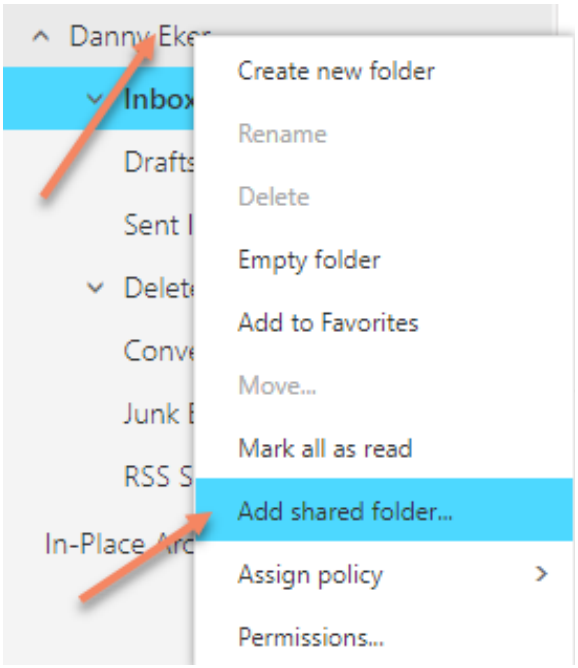
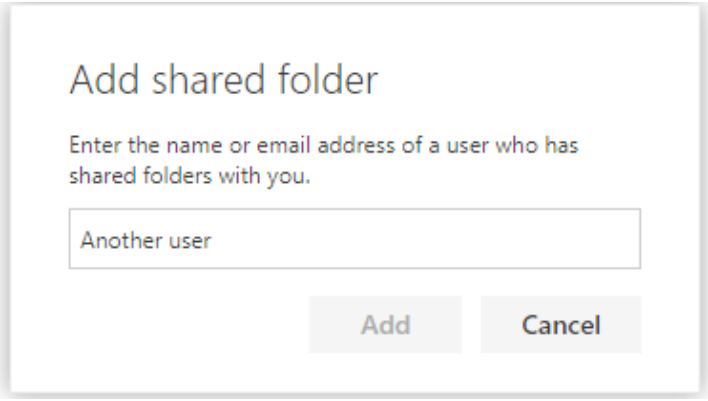
Step 3. Click on the round picture place logo on the upper right corner and choose "Open another mailbox"



Step 4. Fill in the name of the functional mailbox and click open, the functional mailbox will open.



Step 5. Right-click your name in the left side of the screen, a drop-down menu will open. Choose *Add shared folder.*



Step 6. Type the name or mail address of the user and click *Add*. The folders you have access permissions on will show.