

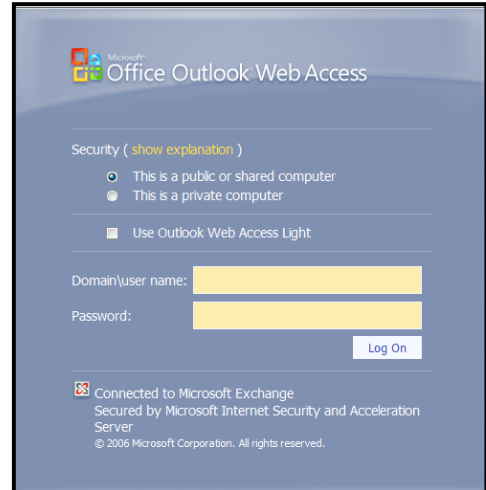
Outlook 2007: Accessing a Departmental Mailbox through OWA

Accessing a Departmental Mailbox through OWA

1. In any browser window open **OWA** including the name of the departmental mailbox in the web address:

<https://exchange.jmu.edu/owa/sharedmailboxname@ad.jmu.edu>

2. Type **the user's e-ID** and **password** in the OWA **login screen** (not the departmental mailbox name).



3. When OWA opens the top of the **Navigation Pane** confirms that the Departmental mailbox is open.

4. Click as necessary to open a message, send a message, review a folder etc.

5. Close the browser window when done.

