From: O365eBusReqs
Sent: Monday, August 28, 2017 8:24 AM
To: Ragon, Derek; Townsend, MarkS; Shyu, Maggy
Subject: Creation of Shared Mailbox R6HarveyLO@epa.gov
Attachments: SharedMailbox_att.zip

Your shared mailbox and security group have been created. The security group is used to control access to the shared mailbox. Use the attachments to connect and manage the mailbox and security group. Thanks!

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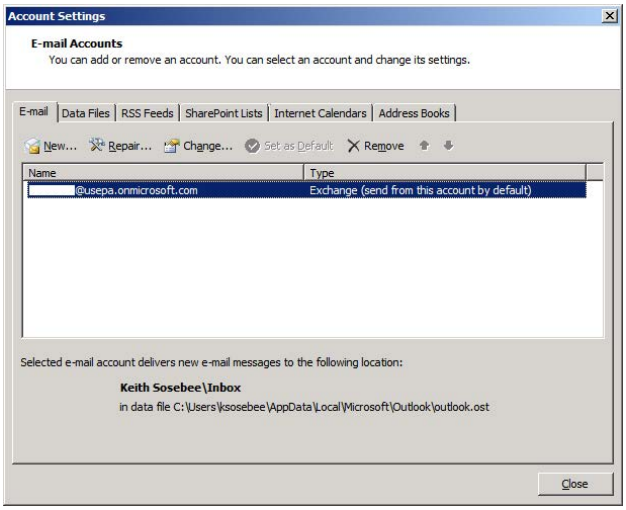
Adding/Removing Mailboxes Outlook

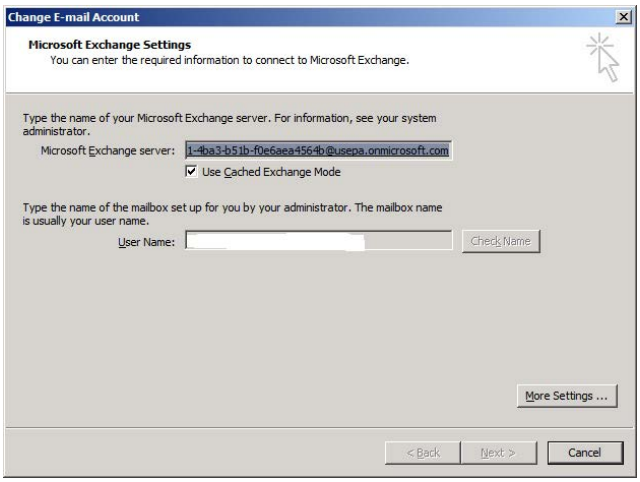
1. Go to File

2. Select Account Settings/Account Settings

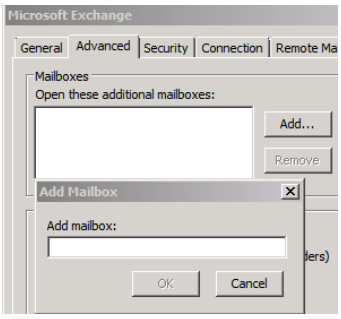
3. Double click the email Account



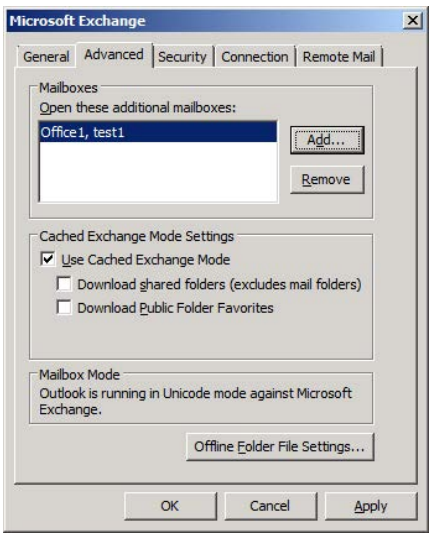
4. Select More Settings



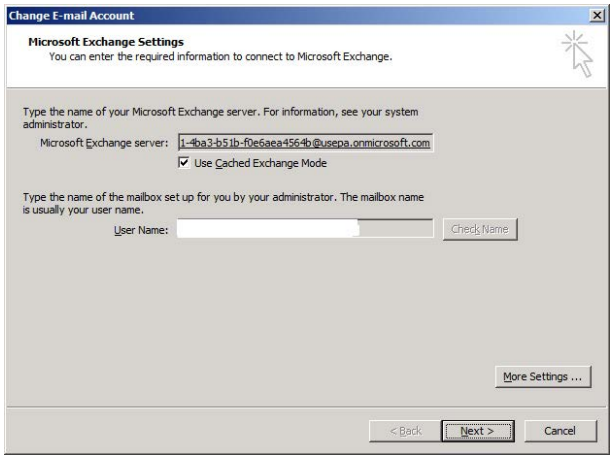
5. Click on the Advanced Tab and Select add or Remove. Type the name of the mailbox in the open field.



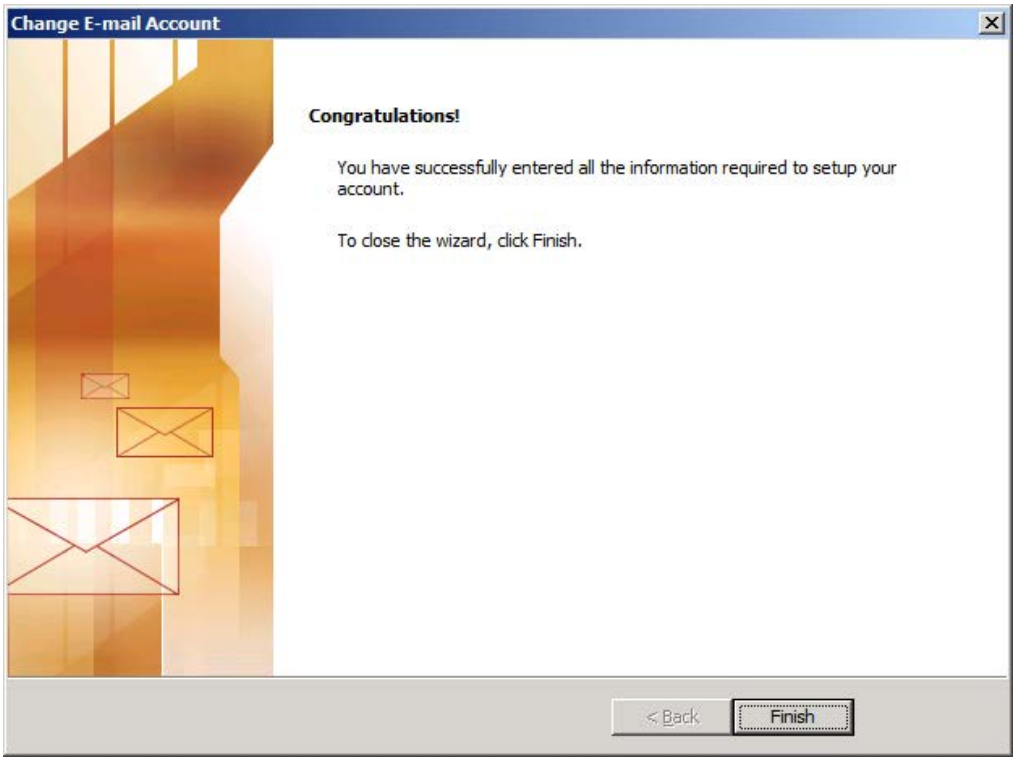
6. Click OK



7. Click Next



8. Click Finish. You will now see the mailbox on the left side under your mailbox.

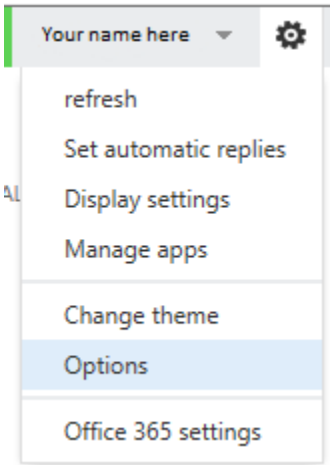


Managing Groups in OWA

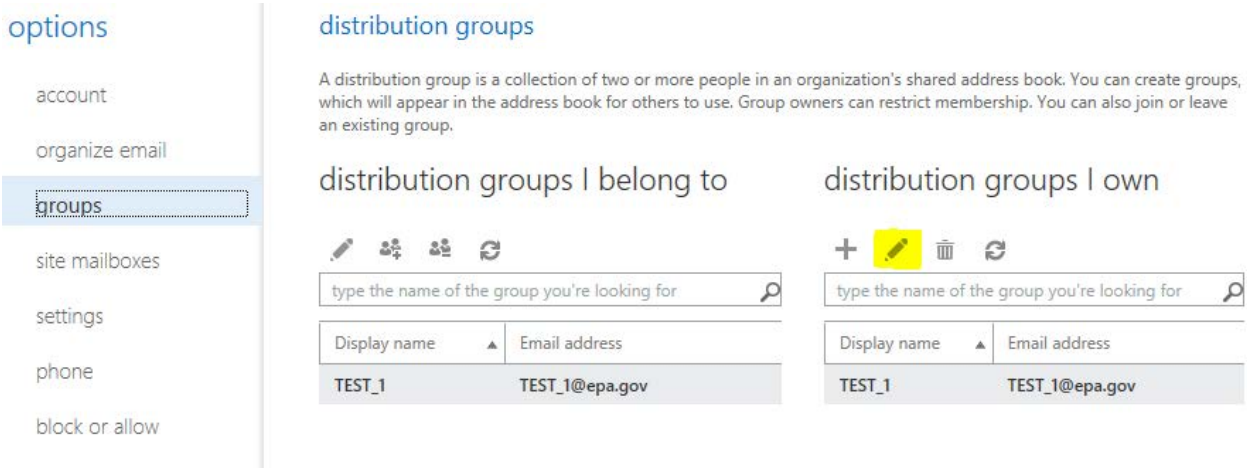
Browse to https://outlook.com/epa.gov in IE

Once you authenticate there it will bring you to your own mailbox

Under your name in the top right hand corner there will be a gear or cog to the right next to your name. Select Options.

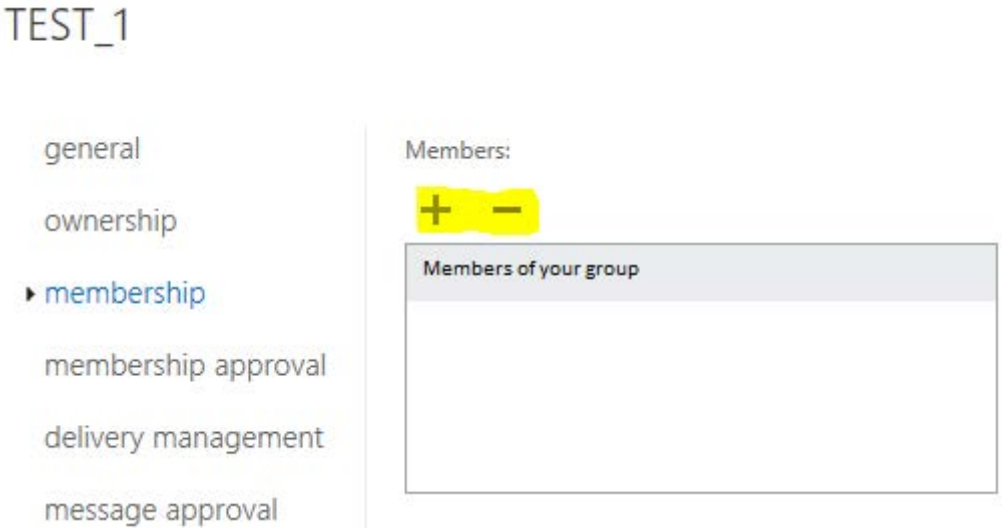


Look to the left of the page, and select groups. You will see groups you are a member of, and groups that you own (or can edit members). Select the pencil to edit members of a group that you own.



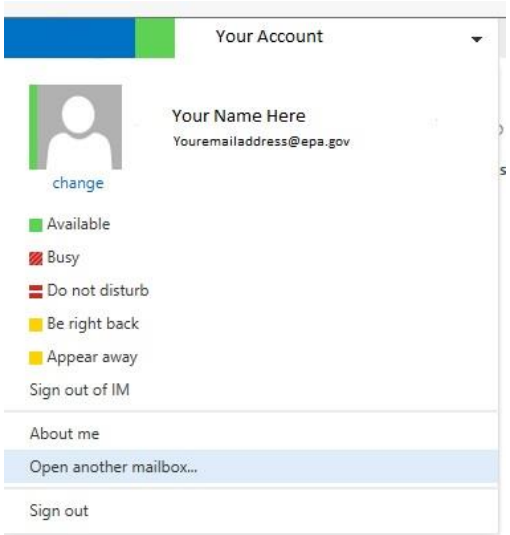
Managing Groups in OWA

On the following page, you can either select ownership or membership. Owners can also edit groups, but do not receive email. If you want both options, you will need to add to both.
Plus will add and minus will remove.
Note: It is best to keep ownership to a minimum. The more owners there are, the more chances there are for issues.

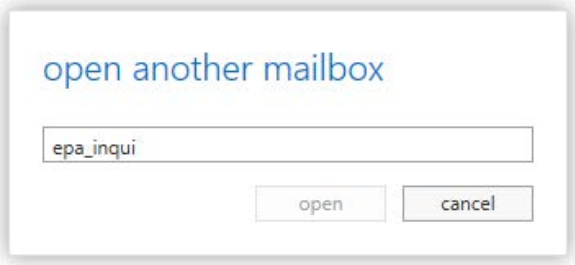


Managing Mailboxes in OWA

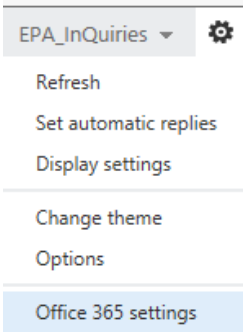
- Browse to https://outlook.com/epa.gov in IE.
- Once you authenticate there it will bring you to your own mailbox.
- Under your name in the top right hand corner there will be a drop down arrow next to your name.
- Select this and choose to "open another mailbox"



- Browse for the mailbox name and select open.



- You'll now be in the shared mailbox.
- Look for "options" on the top right hand side and select that, then "see more options".



- In this page you'll see a list of topics off to the left hand side. Selecting them will give you other setting options for particular functions in the mailbox.

You can browse through them and setup options for you shared mailbox.

How to **send as**:

When you create a new email message, go to the "options" tab and look for show "FROM:" and that will add the "From:" line to your email. Browse the gal for the mailbox and add it to the "from:" line. That email will now be sent as that mailbox.