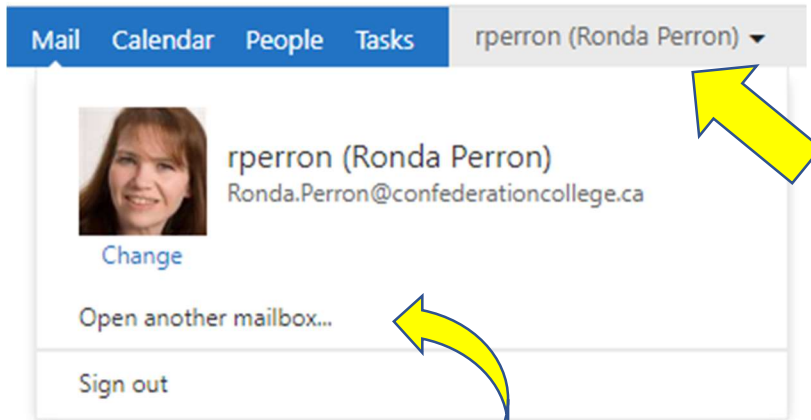


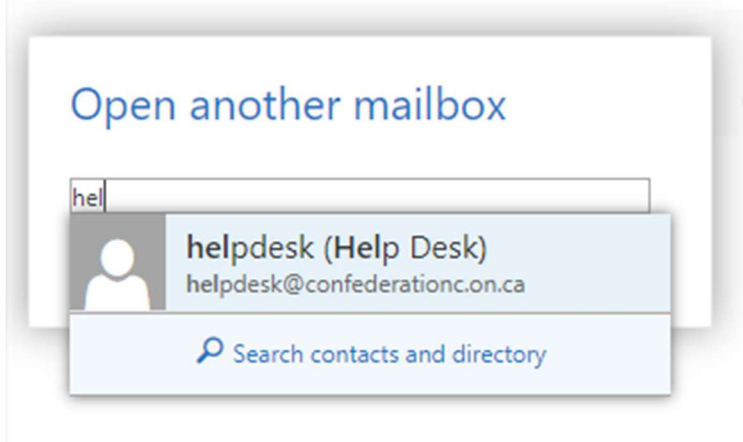
Accessing Other Mailboxes from Webmail

If you have the need to access another mailbox (one you have rights to access) follow these steps:

1. On the main screen, click on your profile
2. Click "Open another mailbox"
3. In the dialog box enter the mailbox to open. As you start typing, the box will autofill with suggestions. Be sure you are choosing the correct mailbox!



4. Click "Open another mailbox..."
5. Type in the name of the mailbox you want to open. Note that the autofill will start to populate the box. Be sure you are choosing the correct Mailbox!!



6. Click "Open". The mailbox will open in a new tab.

