Open the following web page https://www.office.com/

Log onto your account using your personal @wales.nhs.uk account



Select Outlook from the Apps

When you have opened Outlook on the web.

Click on your account icon top right corner and select Open another mailbox

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Đ	Safend Alerts	1	Attached is the lastest FULL lists of users in each of the 5 NWIS Office 36 To: Mike Evans (NWIS - Client Services)				Sig	mout		

Type in the name of the shared mailbox and select from the list of options.



Select the correct option



Click Open and the shared mailbox will open in another tab in you web viewer