HOW TO ACCESS A DEPARTMENTAL OR ORGANIZATIONAL MAILBOX

1. Log in to your UNO email account using your username & password credentials.
2. Select the profile icon located in the upper-right corner of your email screen.
3. Choose the “Open Another Mailbox” Option.
4. Enter the department/organization email address of the mailbox and then click **Open**.
5. You should now have access to your department/organization email!