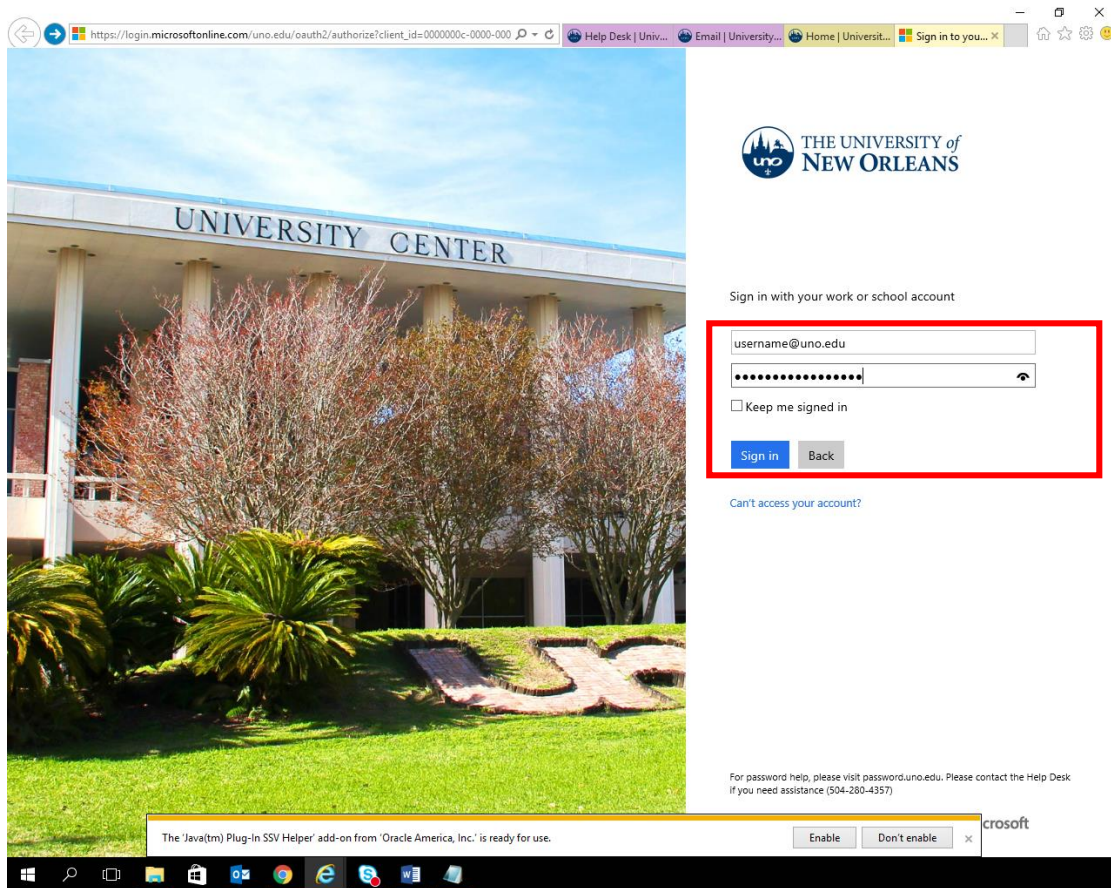# HOW TO ACCESS A DEPARTMENTAL OR ORGANIZATIONAL MAILBOX
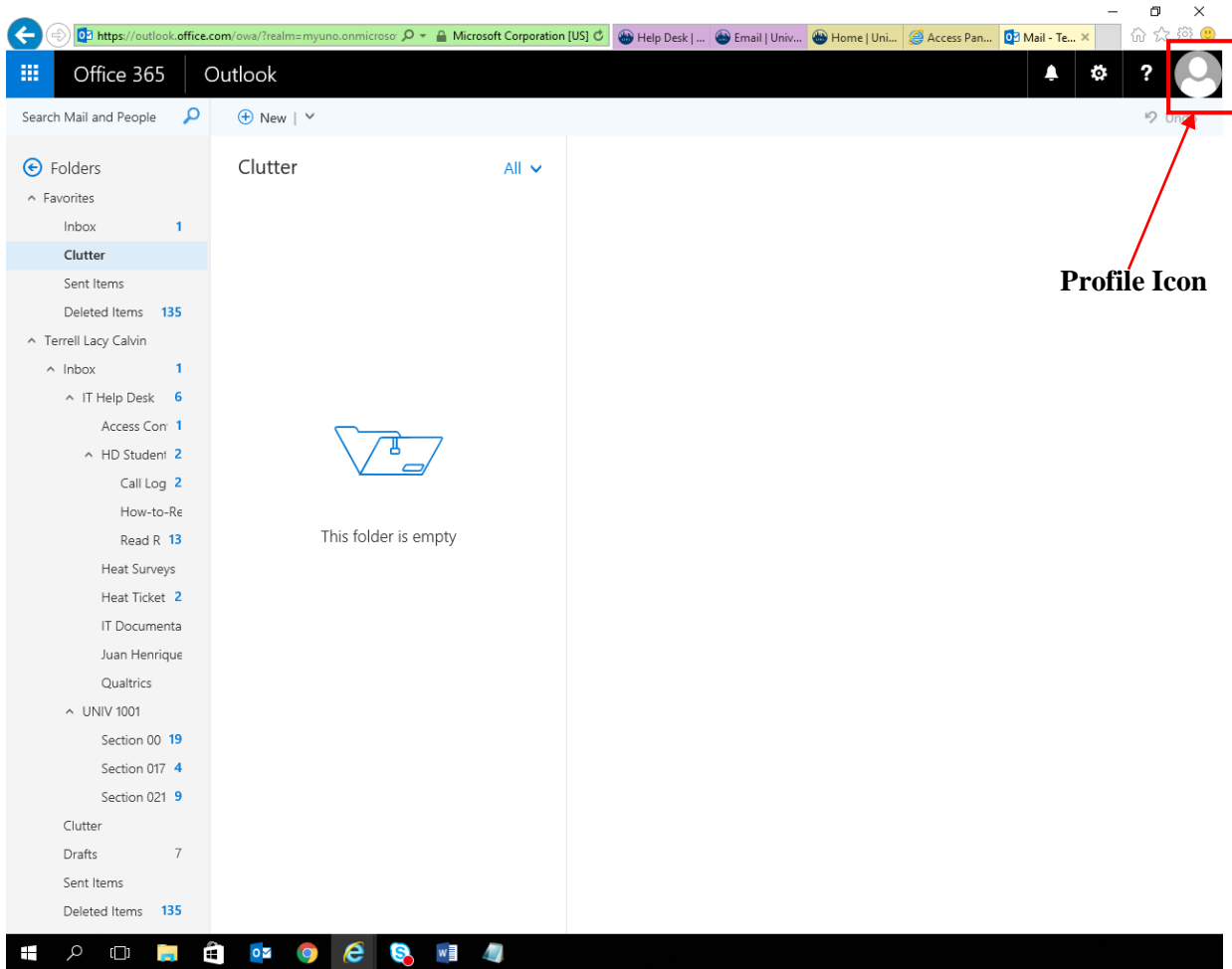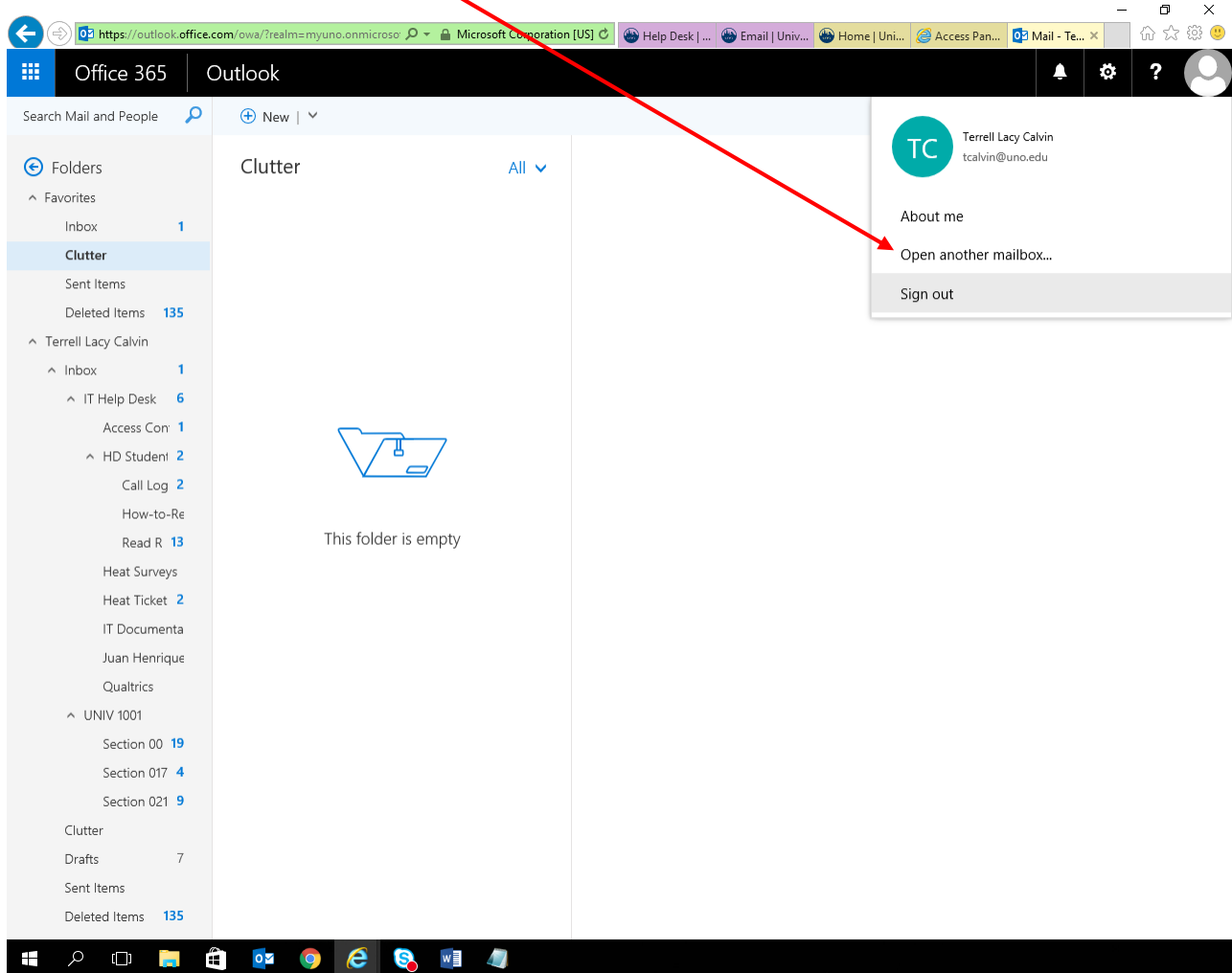
1. Log in to your UNO email account using your username & password credentials.

IT Help Desk
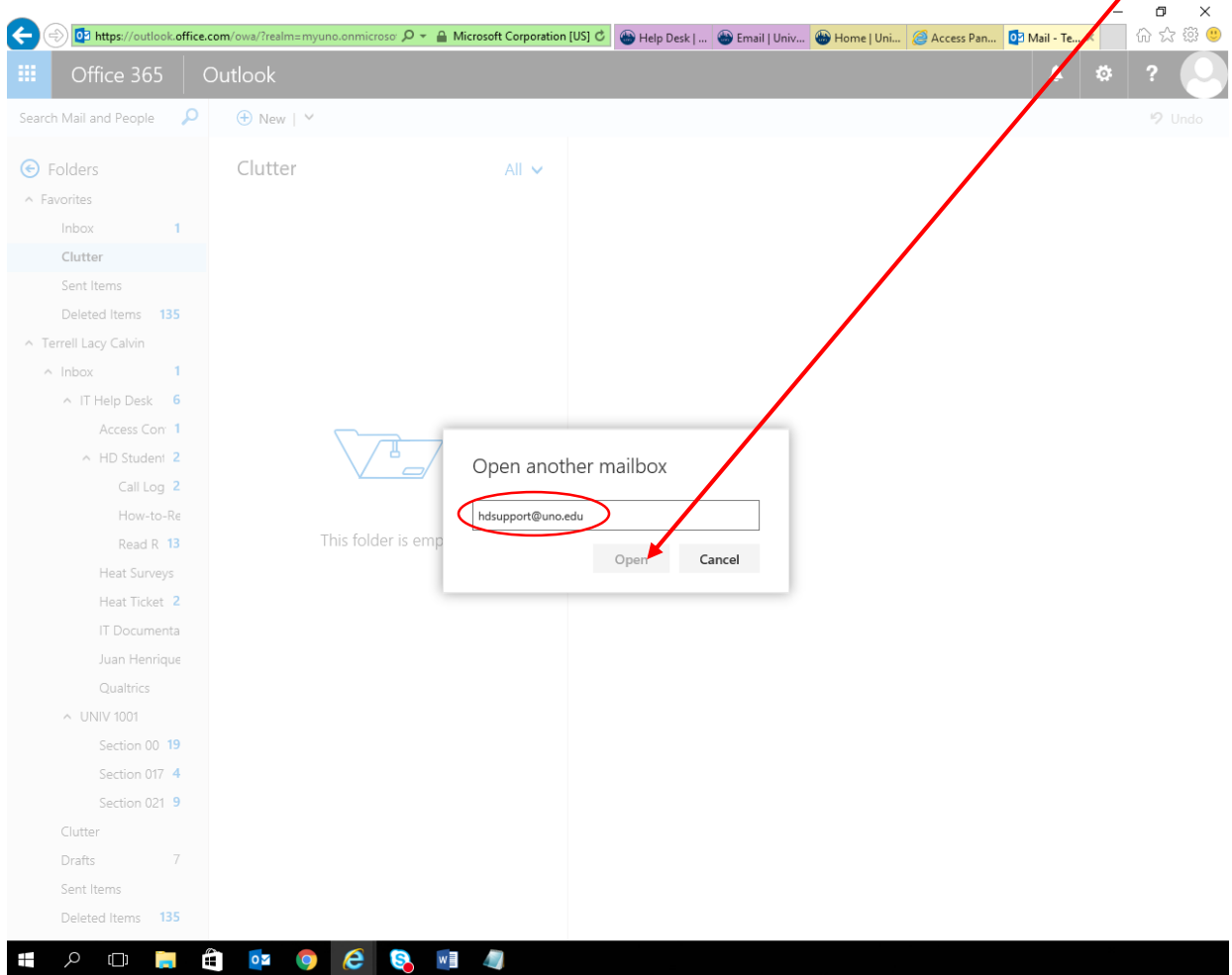*helpdesk@uno.edu*

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2. Select the profile icon located in the upper-right corner of your email screen.

Profile Icon

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3. Choose the **"Open Another Mailbox"** Option.

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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!