

HOW TO ACCESS A DEPARTMENTAL OR ORGANIZATIONAL MAILBOX

1. Log in to your UNO email account using your username & password credentials.



©University of New Orleans Office of Information Technology Page 1 of 5 Document Revised: November 1, 2016



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





3. Choose the "Open Another Mailbox" Option.

(a) 🗗 https://outlook.office	.com/owa/?realm=myuno.onmicroso 🎗 🗸 👔			— 🗗 🗙 🕒 — 🗇 🕹 🕒 — 🖓 Home Uni, 🦉 Access Pan 📴 Mail - Te 🗙 🔐 💮 🔅 🙂
		Microsoft Comporation [US] C	😁 Help Desk 😁 Email Univ 🕻	🗃 Home Uni 🥔 Access Pan 📴 Mail - Te 🗙 🏠 🏠 😳 🙂
iii Office 365	Outlook			🛓 🔅 ? 🕓
Search Mail and People 🛛 🔎	🕂 New 🗡			
				TC Terrell Lacy Calvin
📀 Folders	Clutter	All 🗸		tcalvin@uno.edu
∧ Favorites				Altrautic
Inbox 1				About me
Clutter				Open another mailbox
Sent Items				Sign out
Deleted Items 135				
 Terrell Lacy Calvin 				
 Inbox 1 				
 IT Help Desk 				
Access Con [®] 1		,		
∧ HD Student 2				
Call Log 2				
How-to-Re	This folder is seen			
Read R 13	This folder is emp	Jty		
Heat Surveys				
Heat Ticket 2				
IT Documenta				
Juan Henrique				
Qualtrics				
 VNIV 1001 Section 00 19 				
Section 00 19				
Section 017 4				
Clutter				
Drafts 7				
Sent Items				
Deleted Items 135				
📲 🔎 🗔 📘	🗄 🔯 🍳 😣 I	w]		



4. Enter the department/organization email address of the mailbox and then click **Open**.

← 🗇 📴 https://outlook.office	e.com/owa/?realm=myuno.onmicroso 🔎 👻 🔒	🔒 Microsoft Corporation [US] 🖒 🌰 Help D	Desk 🏐 Email Univ 👹	Home Uni 🥝 Access Pan 🕻	- Mail - Te	G ☆ 🙂
Uffice 365	Outlook					?
Search Mail and People	🕀 New 🗡					9 Undo
 Folders Favorites Inbox Inbox Clutter Sent Items Deleted Items 135 Terrell Lacy Calvin Inbox IT Help Desk G 	Clutter	All 🗸				
Access Con 1 Access Con 1 A HD Student 2 Call Log 2 How-to-Re Read R 13 Heat Surveys Heat Ticket 2 IT Documenta Juan Henrique Qualtrics VUNIV 1001 Section 00 19	This folder is emp	Open another mailbox	Cancel			
Section 017 4 Section 021 9 Clutter Drafts 7 Sent Items Deleted Items 135	ê 📴 🎯 ၉ 🗞 🛙	w I				



5. You should now have access to your department/organization email!

Office 365 Outlook Image: Control of the sempty earch Mail and People Image: Control of the sempty Favorites Help Desk Support Help Desk Support All v V Revorking V V Account Administration V V Revorking V V PeopleSoft V V Projects V V Revorking V V SharePoint This folder is empty V Infied Communications This folder is empty V Infied Communications Z Helpful Info Z Sent Items Z Deleted Items Junk Email										-	-
Andia and People New * 	https://outlook.office.com/o	wa/hdsup	port@uno.edu/?offli 🔎 👻 🔒 Microsoft Corporation	[US] 🖒 🍥 I	Help Des 🤅	🕃 Email U 🧯	🕑 Home	Access P	02 Mail - Te	02 Mail ×	6 🕁 🗄
Favorites Help Desk Support Help Desk Support All I hoox 2 I hoox 2 Pollow up on HEAT tickets Provinet PopoleSoft Provinet Provinet Provinet </th <th>Office 365 Outl</th> <th>look</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>≜ ☆</th> <th>?</th>	Office 365 Outl	look								≜ ☆	?
Pelse SupportI hlox2I blow up on HEAT tickesI blow up on HEAT tickesI blow up on HEAT tickesI blow to diministrationI blow to diministration <td>arch Mail and People</td> <td>Q</td> <td>🕀 New 🗡</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>🦻 Und</td>	arch Mail and People	Q	🕀 New 🗡								🦻 Und
Helpo Use Support2I hlox2Pollow up on HEAT tickes-Account Administration-Networking-PolpeSoft-Pone-Poniet-Poniet-Poniets- <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>											
Nbox2• Follow up on HEAT tickets• Account Administration• Networking• Networking• PropleSoft• Phone• Printer• Printer• Qualtrics• Qualtrics• Shared Network Drive• Shared Network Drive• SharePoint• SharePoint• Unified Communications• Helpful InfoDrafs2Sent HemsDeleted ItemsJurk Email			Help Desk Support	All 🗸							
 Follow up on HEAT tickets Account Administration Networking Networking PeopleSoft PeopleSoft Phone Printer Projects Quatrics Quatrics Quatrics Shared Network Drive SharePoint This folder is empty Nified Communications Holpful Info Zorts Sont Lems Luck Email 											
 Account Administration Networking Networking People/Soft People/Soft Phone Printer Projects Quatrics Quatrics Quatrics Quatrics Quatrics Quatrics Shared Network Drive SharePoint SharePoint This folder is empty Niffed Commucations Heipful Info Infise Commucations Rest tems Sent tems Jurk Email 		2									
 Networking PeopleSoft Phone Printer Projects Quatrics Quatrics Quatrics Quatrics Shared Network Drive Share Point Share Point This folder is empty Neifful Info Porfs Porfs Ports Ports											
 PeopleSoft Phone Printer Projects Quatrics Quatrics Quatrics Shared Network Drive SharePoint SharePoint This folder is empty Nified Communications Helpful Info Drafts 2 Sent terms Luck Email 											
 Phone Printer Projects Qualtrics Qualtrics ResNet Shared Network Drive SharePoint SharePoint This folder is empty Pofrits Pofrits Pofrits Pofrits Pofrits Aub fultimation Lipbel terms Lipbel terms Lipbel terms Lipbel terms<td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td>	-										
 Printer Projects Qualtrics Qualtrics ResNet Shared Network Drive SharePoint SharePoint This folder is empty Prifs Prifs Ports Potett terms Junk Email 											
ProjectsQualtricsResNetShared Network DriveSharePointSharePointThis folder is emptyPorfsParf											
QualtricsImage: Constraint of the second of the											
Shared Network Drive Shared Network Drive This folder is empty SharePoint This folder is empty Vinified Communications This folder is empty Plafts 2 Parts 2 Parts 2 Poleted Items 2 Junk Email											
Shared Network DriveThis folder is emptySharePointThis folder is emptyUnified CommuicationsHelpful InfoPrafts2Sent ItemsPeleted ItemsDeleted ItemsHelpful InfoJunk EmailHelpful Info	 Qualtrics 										
SharePointThis folder is emptyUnified CommuicationsHelpful InfoPrafts2Sent ItemsLDeleted ItemsLJunk EmailL	✓ ResNet		V								
Vunified Communications Helpful Info Drafts 2 Sent Items Deleted Items Junk Email	✓ Shared Network Drive										
Helpful Info Drafts 2 Sent Items Deleted Items Junk Email	✓ SharePoint		This folder is empty								
Drafts2Sent ItemsDeleted ItemsJunk Email	 Unified Communications 										
Sent Items Deleted Items Junk Email	Helpful Info										
Deleted Items Junk Email	Drafts	2									
Junk Email	Sent Items										
	Deleted Items										
	Junk Email										
Notes	Notes										