

Opening an Additional Mailbox in OWA

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Permissions Required

You must have been given permission to access the additional mailbox before it can be added to Outlook.

To request permission to the mailbox, please have the owner of the account [contact us](#).

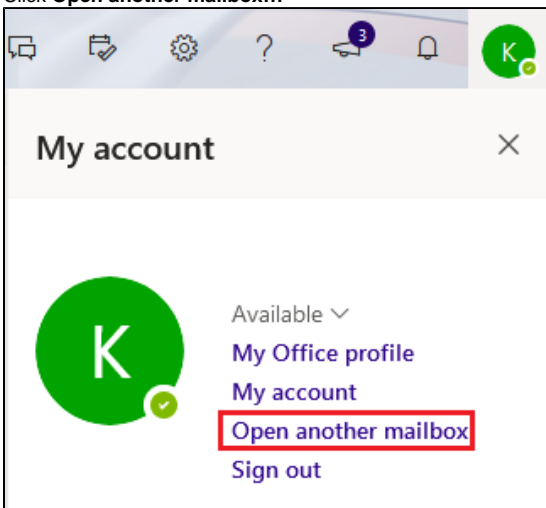
Step 1: Log into the Outlook Web Application (OWA)

- <https://www.uccs.edu> Tools [Office 365 email](#)

Sign in with your UCCS email address and password

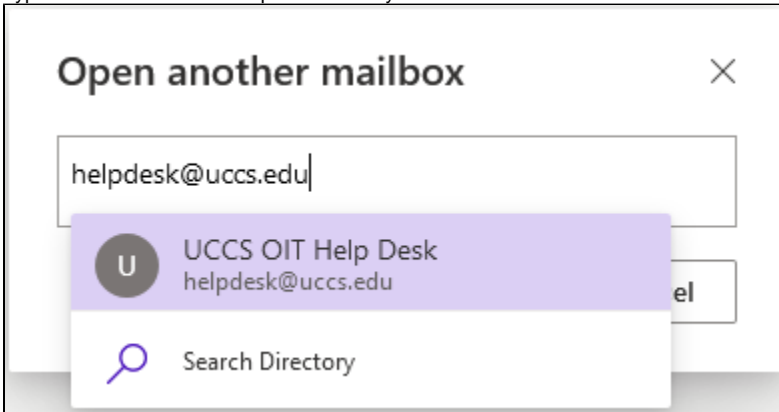
Step 2: Click 'Open another Mailbox...'

Once logged in, click on your name in the top-right corner to open the Settings pane. Click **Open another mailbox...**



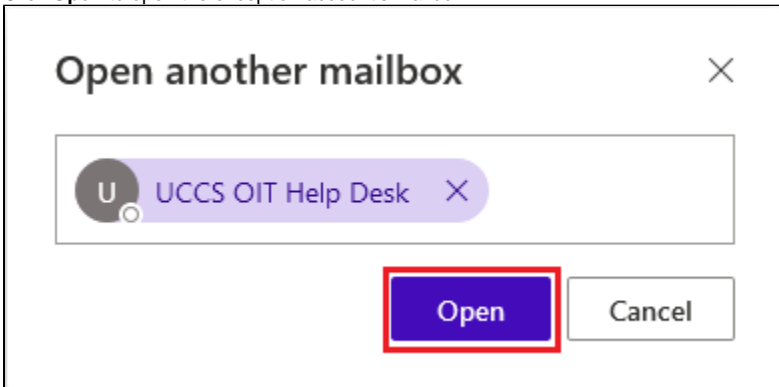
Step 3: Find the exception account

Type in the name of the exception account you would like to access:



Step 4: Open the exception account

Click **Open** to open the exception account's mailbox:



- The opened mailbox will open in a new tab and look similar to your personal mailbox, similar to this:

