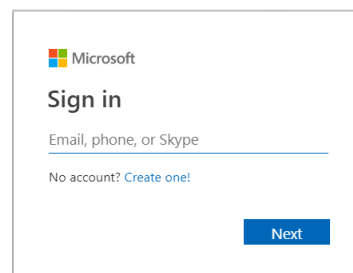


Outlook Web App: Access a Shared Mailbox

This guide includes answers to some of your most frequently asked questions about MS Office 365 Outlook Web App (OWA).

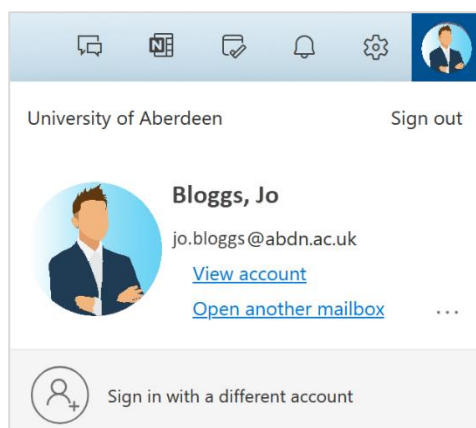
Sign into your University email account in OWA

1. In a web browser (e.g. Edge, Chrome, Safari), go to the [StaffNet homepage](#), scroll down to **Quick Links** and select **Staff Email**
 - Or enter the URL <http://www.outlook.com/abdn.ac.uk>
2. In the **Sign in** dialog, enter in your email address in the format *yourusername@abdn.ac.uk*, e.g. *s99jb9@abdn.ac.uk*
3. Click **Next**
4. Enter in your password and click **Next**
5. You will be prompted to authenticate if you have no other Office 365 apps open or have switched accounts. See [What is Multi-factor Authentication?](#) for more information.



You may want to add the OWA login page – i.e. <https://outlook.com/abdn.ac.uk> – to your web browser as a **Bookmark** or **Favourite** for quick access to OWA.

How do I access a shared mailbox via OWA?



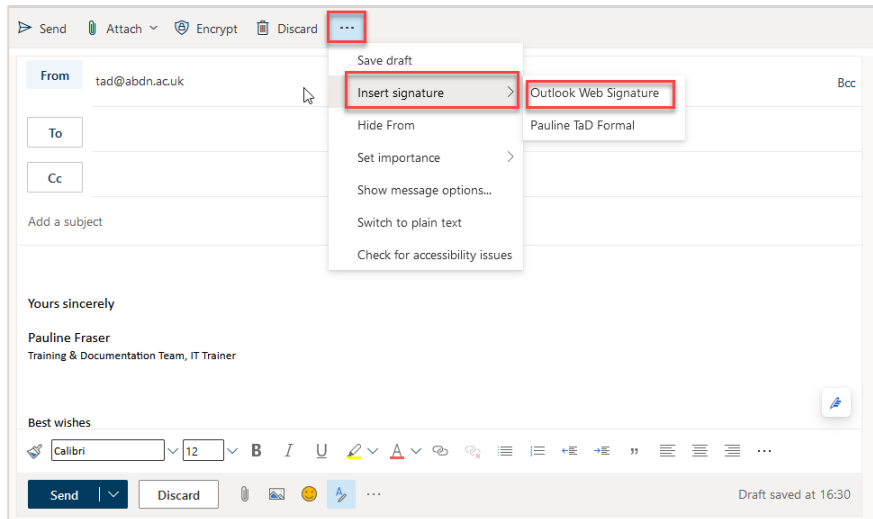
1. Click on your initials or photo icon at the top right.
2. Click **Open another mailbox**
3. Start typing the name of the other mailbox and select it from the list of possible matches. Select the mailbox you want.
4. Click **Open**



How do I select a different signature when composing a new email?

If you have created multiple signatures for different purposes, you can change the default easily when you are creating your message.


1. Click **More options (...)** from the top of your new message.
- Click **Insert signature** and select from your signature list.

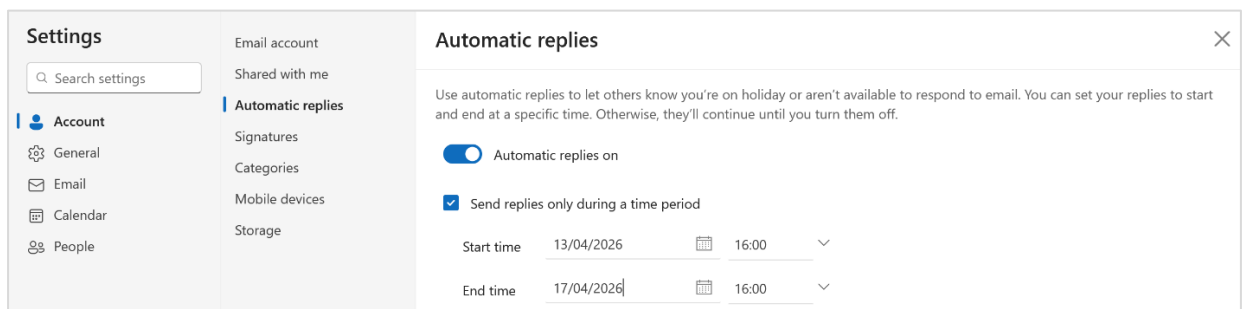


- Click **Send** once you are complete.

How do I switch on Automatic replies?

Use automatic replies to inform people inside and/or outside your organisation that you won't be responding right away to their email messages or to give them an alternative contact. You can choose to send automatic replies during a specific time period, for example, when you are on annual leave. Automatic replies are sent once to each sender

1. Click the **Settings** cog .
2. Click **View all Outlook settings, Email and Automatic replies**.
3. Click the slider to turn **Automatic replies** on.



4. Tick the **Send replies only during a time period** checkbox and select a start date/time and end date/time.
5. Tick the checkboxes as required to: **block your calendar, automatically decline** and/or **cancel meetings** when your automatic replies are switched on:

- ☐ Block my calendar for this period
- ☐ Automatically decline new invitations for events that occur during this period
- ☐ Decline and cancel my meetings during this period ⓘ

- If you select **Block my calendar for this period**, a new text box appears, allowing you to set a title for the event, e.g. Annual Leave.
- Enter the message you want OWA to send during your time of absence.

Send automatic replies inside your organisation

Thank you for your message, I will respond when I return to the office Monday 20th April.

- If you also want to send a message to people *outside* your organisation, click checkbox **Send replies outside your organisation** – this can be a different message if you like.
- Click **Save**.
- When you're done, click the **X** in the top right of the **Settings** dialog to return to save your changes and close.



If you don't set a time for automatic replies, you'll need to remember to turn them off manually when you return to work.

Further information and help

More information about working in Outlook Web App, visit [Microsoft's support page](#).

You can also use MyIT to log calls with the University's IT Service Desk myit.abdn.ac.uk