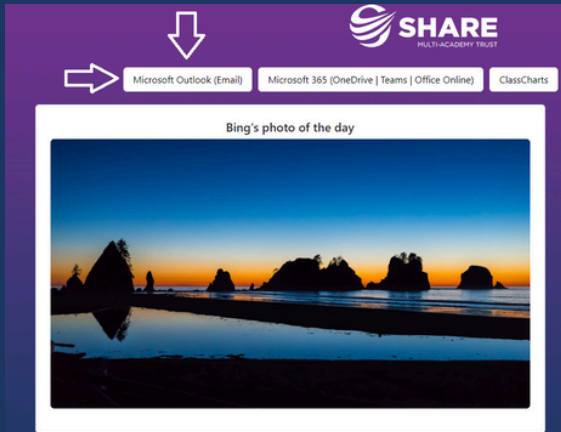




Accessing Your SHARE Multi-Academy Trust Email Account



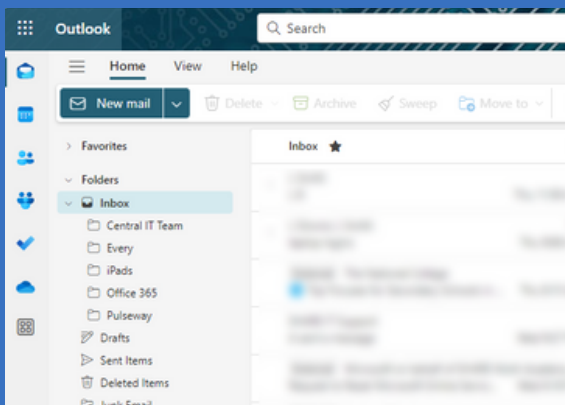
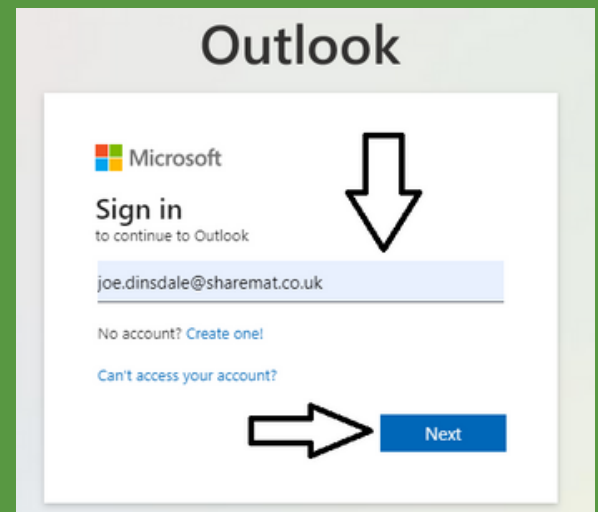
Open up Microsoft Edge web browser and head over to the **SHARE Start Portal** then click on the “**Microsoft Outlook (Email)**” link

Or you can also access it from **Office.com** and click on the sign in button

If you have done this while logged on a Work device you should now see your emails.

If you are logging in at home or on a personal device you will be asked to sign in.

Just enter your email, press next and then enter your password.



Now you will be able to see your emails.

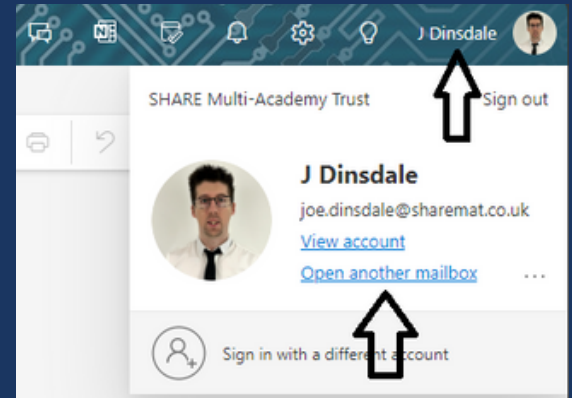
If you have permissions to access a shared mailbox, please see the next section.



Accessing Your Shared Mailboxes via the web

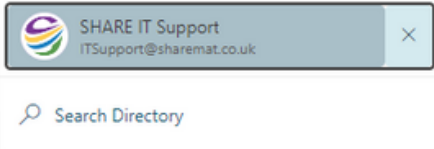
After you have logged in to your main emails look for your account in the top right & click on it.

And click on the “**Open another mailbox**” option



Open another mailbox

ITSup



In the pop-up start typing the email address of the shared mailbox. It will search as you type.

When the one you have access to shows up, click on it and press open

This will now load a new tab in your web browser with your shared mailbox in it.

You can change between the tabs to move between your mailboxes.

