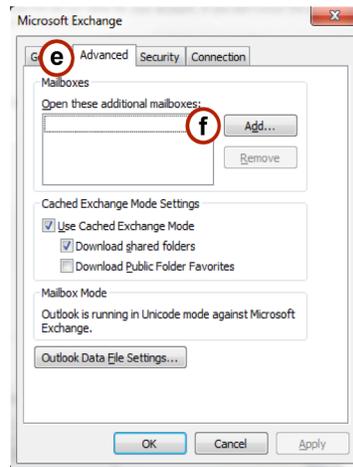
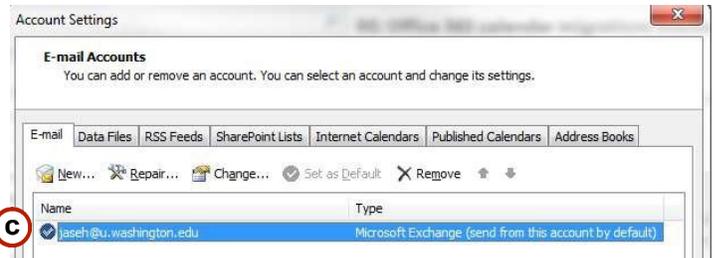


Shared NetIDs in Outlook Desktop Client and Office 365 Web

This document outlines the process for setting up and using migrated Shared NetIDs in Outlook desktop client and Office 365 web client (OWA). A pre-requisite for set-up is the creation of a UW permission group for the shared NETID. After Outlook desktop set up, Shared NetIDs will have a few differences to how they previously functioned.

a Add a Shared NetID to Outlook 2010 Desktop Client

1. Add account(s) as a Mailbox
 - a. In Outlook 2010, click on "File"
 - b. On Info sub-menu, Click Account Settings," then Select "Account Settings..."
 - c. Double click on your exchange account in the "Name" field
 - d. Click "More Settings..."
 - e. Select "Advanced" tab in next window
 - f. Click "Add..." button
 - g. Enter the shared NetID into the Add mailbox field and click OK
 - h. Repeat for all the shared NetID mailboxes which you need to access
 - i. Click "OK", then "Next", then "Finish", then "Close" to exit Account Settings.

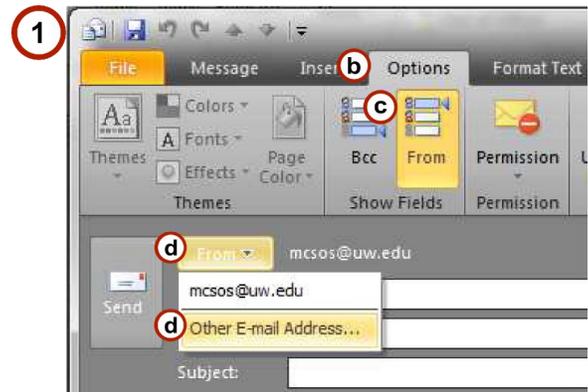


On the main mail screen, the shared NETID mailbox(es) will be displayed below your personal mail account.

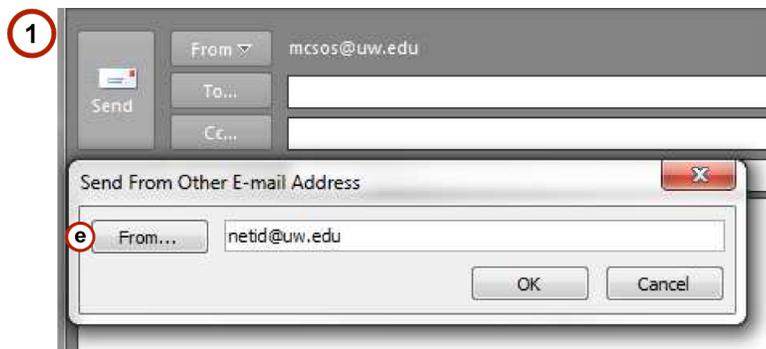
i *No password is required to open mailbox, provided you have been added as a member of the shared NETID's permission group.*

b Sending Email from a Shared NetID in Outlook Desktop Client

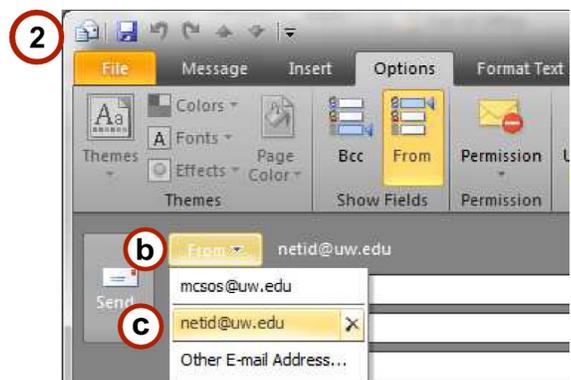
1. First-time set-up
 - a. Click “New Email” icon from the Home tab
 - b. In the new e-mail window, click “Options” tab
 - c. Click “From” icon in the Show Fields section. This will display a drop down “From” field above the “To..” field in the message
 - d. Click the “From” field and select “Other Addresses” from the drop-down list
 - e. Enter the shared NetID address and click “OK”



2. Normal usage after first time
 - a. Click “New E-Mail”
 - b. Click the “From” field
 - c. Select the desired account to use as the sending ‘from’ account



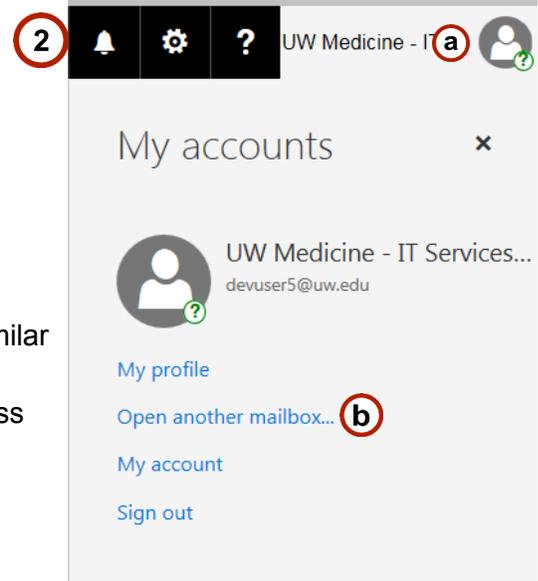
ⓘ Sent emails will always appear under the sender's personal "Sent Items" folder.
The shared NetID account will have a Sent Items folder, but it will be the responsibility of the sender to move their sent messages to that folder.



C Open Shared NetID Email from Office 365 Web Client (OWA)

1. Login to your OWA account
 - a. Open browser to https://outlook.com/uw.edu
 - b. Log-in with your NetID credentials
2. Open Shared NetID mailbox
 - a. Click on your account name in the upper right corner of browser window
 - b. Select "Open another mailbox..." link
 - c. Enter shared NetID. The OWA may bring up a list of similar sounding NetIDs or you can click on Search Directory.
 - d. Select the entry containing the NetID's @uiw.edu address
 - e. Click "Open"

Another tab will appear on the browser session for the shared NetID and displays its inbox and mail folders.



❗ *An error will appear if your account was not previously granted read/write permissions to the shared NetID's mailbox via a UW group.*

❗ *Email sent from the shared NetID's account will be saved to its Sent Items folder.*

❗ *Emails cannot be drag n'drop moved between your personal account and the shared NetID account in the OWA*

