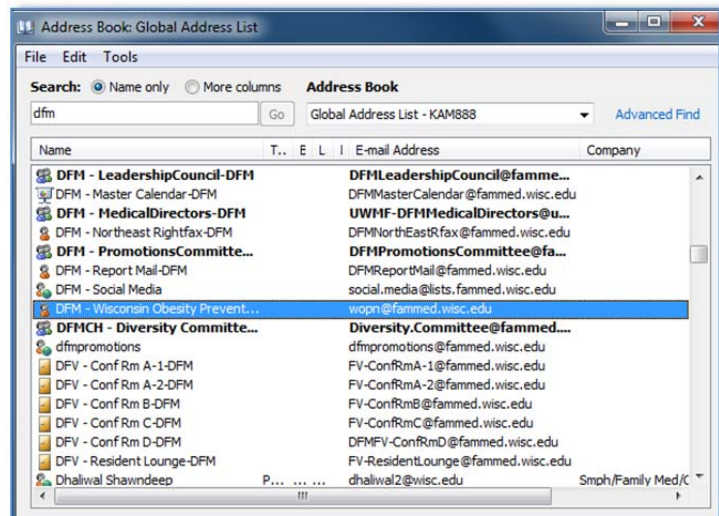


Accessing Shared Mailboxes using the Outlook WebApp (OWA)

Find the email address of your shared mailbox by opening the addressbook and searching for your shared folder

You can see the email address associated with your shared mailbox



Examples:

The email address of the DFM - Helpdesk is: Helpdesk@fammed.wisc.edu

The email address for DFM - Osteo Applicants is: OsteoApp@fammed.wisc.edu

Open Internet Explorer*



Enter the webmail URL (<https://webmail.uwhealth.org/owa/>) PLUS the shared mailbox email address –

The URL for a shared mailbox is:

<https://webmail.uwhealth.org/owa/<InternetEmailAddress>>

Examples:

The URL for the DFM - Helpdesk is:


<https://webmail.uwhealth.org/owa/Helpdesk@fammed.wisc.edu>

The URL for DFM - Wisconsin Obesity Prevention Network is:

<https://webmail.uwhealth.org/owa/wopn@fammed.wisc.edu>



Log into Webmail using your own username and password.



The screenshot shows the UW Health webmail login interface. At the top, the "UW Health" logo is displayed in blue and red. Below the logo, there is a "Security" section with a link to "show explanation". It contains three radio button options: "This is a public or shared computer" (selected), "This is a private computer", and "Use Outlook Web App Light" (unchecked). Below the security options are two input fields: "User name:" with the placeholder text "your username" and "Password:" with a masked password of seven dots. A "Log On" button is positioned to the right of the password field. At the bottom, there is a security warning: "NEVER reply to any e-mail asking you for your account information or other personal details. For more information or to get help, contact the UWHC Help Desk by calling 608-265-7777. Secured by Microsoft Forefront Threat Management Gateway © 2009 Microsoft Corporation. All rights reserved."

You should now see the shared mailbox

Sign out when finished



* Outlook WebApp works better with a supported browser like Internet Explorer