

## Open a Group or Organization's e-Mail through the Internet

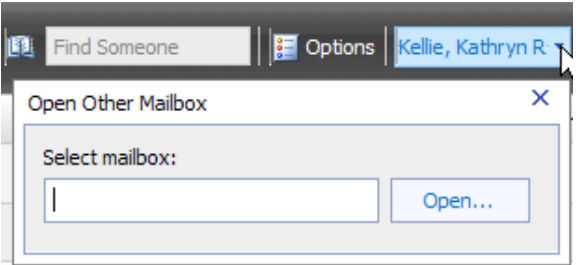
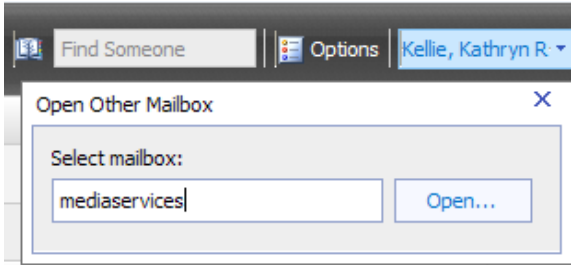
### Situation:

You would like to check an organization's mail while you are away from the office. You have internet access and you can get to your own mailbox on mail.etown.edu, but can't get the organization's mailbox.

### Overview:

Log into your own account through the internet and Outlook Web Access (OWA). Once you can see your own mail, type the organization's account name after exchange/in the address bar.

### Step by Step Instructions:

1.	Start Internet Explorer	
2.	In the address bar, type http://mail.etown.edu	
3.	Log-in to your own email account	
4.	Once you can see your own email, at the top right corner look for your name. Click the list arrow next to your name.	
5.	Type the mailbox name of your organization. If the suggestion which appears is correct, click that.	
6.	Click Open	
7.	The group's mailbox appears	
8.	If you are not a member of the mailbox, you will not be able to open it. For access to organization mailboxes, students should contact the Office of Student Activities	