

Open another mailbox in Office/Microsoft 365

This document takes into account that you've been granted access to the additional email account.

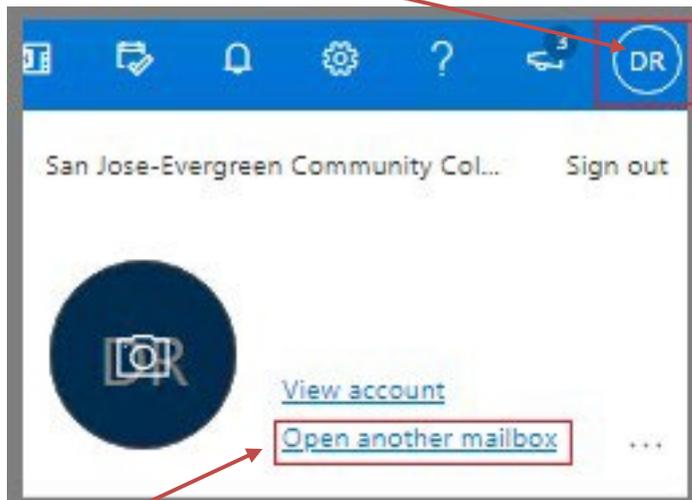
1. Sign in to Office/Microsoft 365 with your own account using the link that best relates to you below:

<https://outlook.com/sjeccd.edu>

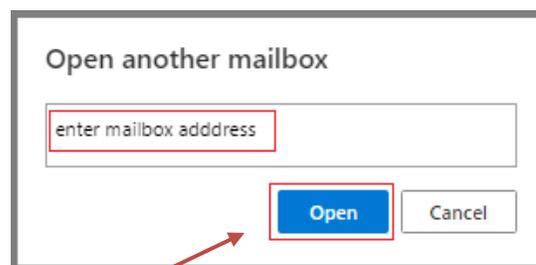
<https://outlook.com/sjcc.edu>

<https://outlook.com/evc.edu>

2. Click on the **name/initial** icon in the upper right corner



3. Select **Open another mailbox**
4. Next, enter the email address you want to open (i.e., mailbox_name@sjeccd.edu, mailbox_name@evc.edu, or mailbox_name@sjcc.edu)



5. Then click on the Open button
6. To log out, close the browser tab of the additional mailbox (and then log out properly from the tab that shows your personal mailbox as needed).

Note: once opened, you should be able to view and/or perform other management of the mailbox if access of such was granted.