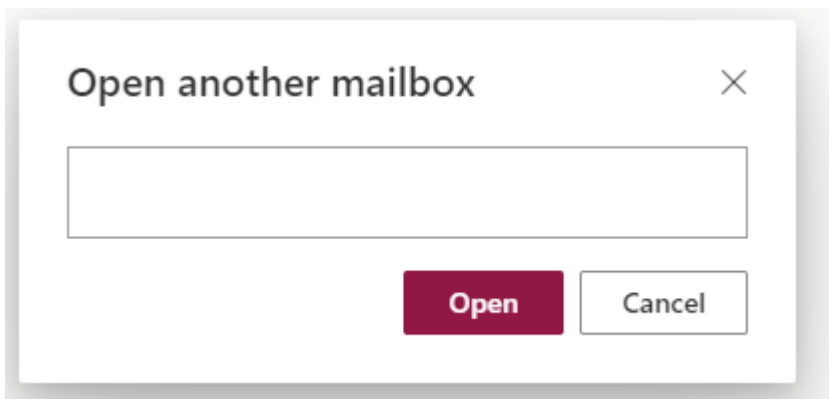


If you need to get access to a shared mailbox through the web, you can log in with your own staff number and password at <https://qmail.qub.ac.uk>

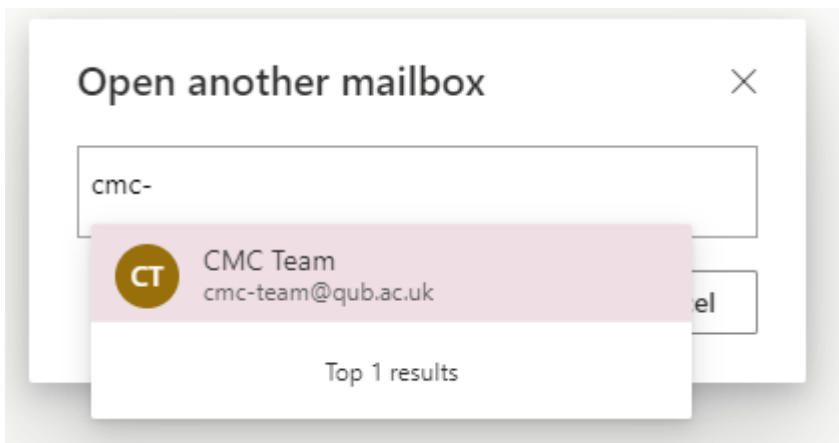
Once logged in, if you click the circle in the top-right corner of the screen, which should show either your initials, or a profile picture if you've added one:



Then click the “Open another mailbox” link. You should see a window like this:



If you start typing the email address of the shared mailbox, the address will most likely appear in the drop-down search results:



Once you've either selected the address from the drop-down or typed the full address, click “Open”. The shared mailbox will then open in a new tab or window (your own email will also remain open).