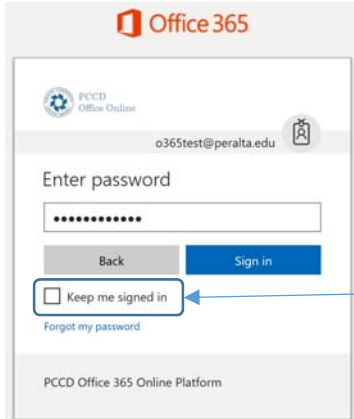# How To: Log In to Another Email Account (Outlook on the Web)

1. Sign in to your mailbox using your email address and password:

Note: do not check this box if you use multiple (such as departmental) mailboxes or logins.

2. Once logged in, you may wish to access another email account that you are authorized to send from, such as a departmental mailbox. To sign in to this account without signing out of your own mailbox, click your name and picture in the upper right-hand corner of the window and select 'Open another mailbox...':
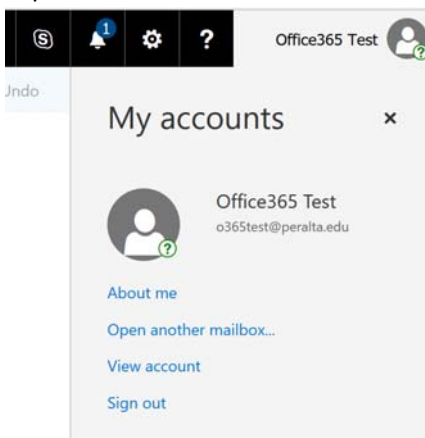
3. In the dialogue window that opens, begin typing the name of the mailbox you wish to open, and click on it once the correct mailbox is displayed:
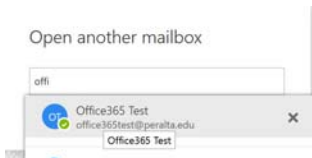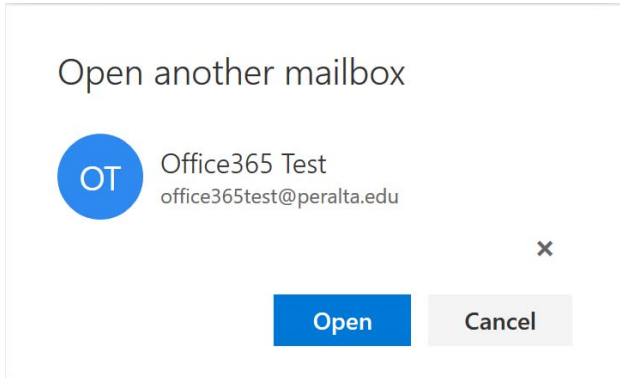

Continued...

4. Once the mailbox is selected, click 'Open' to open the mailbox in another tab or window:

Open another mailbox

OT   Office365 Test
     office365test@peralta.edu

✕

Open   Cancel

5. Both mailboxes will now be open and you can work within them independently:

Mail - office365test@peralta ✕   Mail - office365test@peralta ✕

← ⓘ 🔒 Microsoft Corporation (US) | https://outlook.office.com/owa/

✔Norton 🔍   Safe Search

⊞   Office 365 | Outlook

Search Mail and People   🔍   ⊕ New | ∨   •••