If you are using a web browser to access your e-mail through OWA, then...

1. Log into Office 365 from the e-mail login page (www.uwplatt.edu/go/email > orange E-Mail Login button) with your own credentials.
2. Click on Outlook from the top menu to open your e-mail account.
3. Click on the “avatar” in the upper-right hand corner of the page.

4. Select Open another mailbox... from the drop-down menu.

5. Type the e-mail address of your department account in the text box and click Search contacts and directory.

6. Select your account from the list (if there is more than one match) and click Open.

7. A new browser tab will open for your department mailbox. The first time, you will be prompted to set the time zone for the account.
8. Now you should see the entire department account in one browser tab/window and your own account in another.