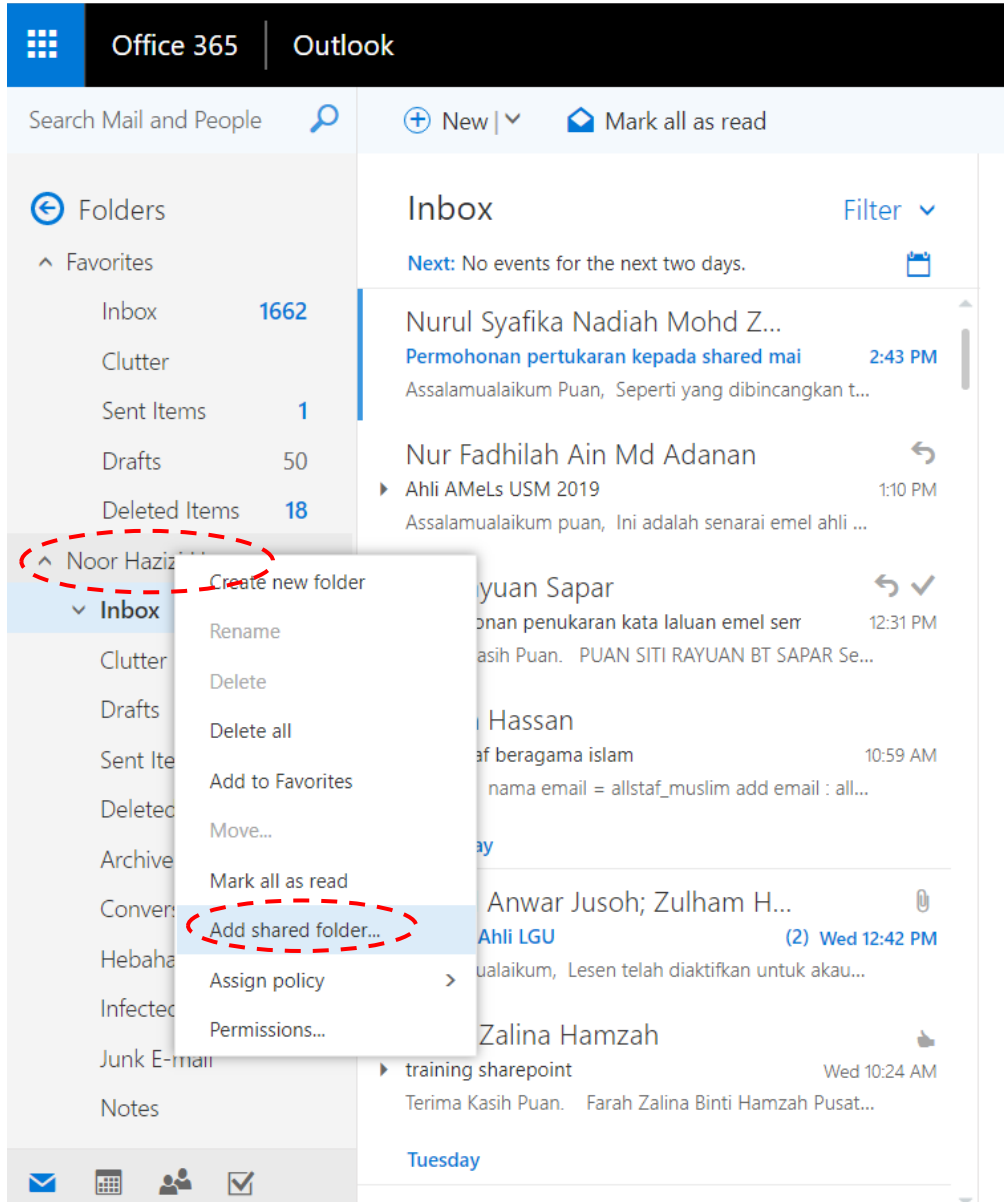
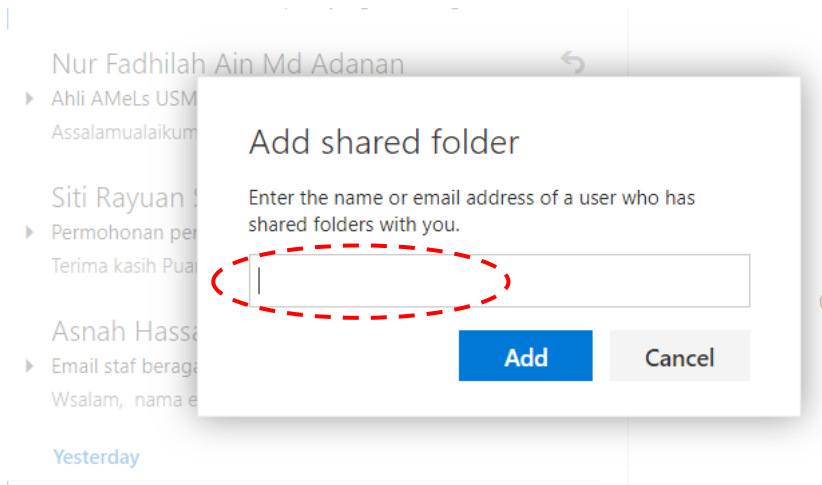


1. Open Outlook Web Access (OWA). Right click your personal email.
2. Click **Add Shared Folder**

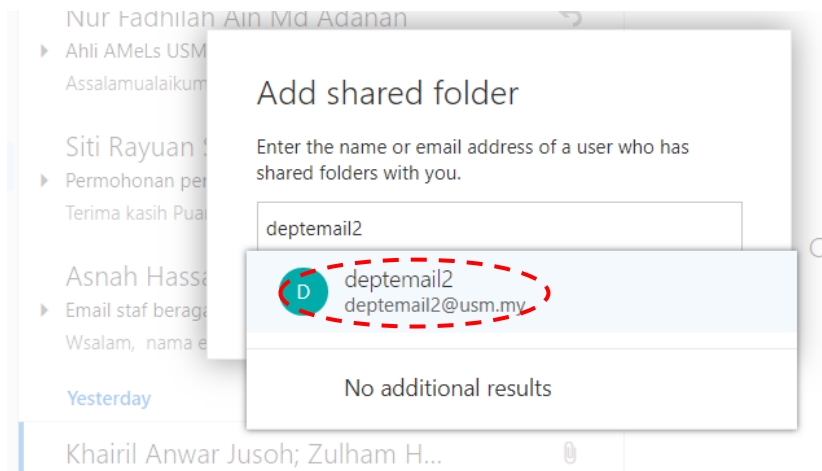


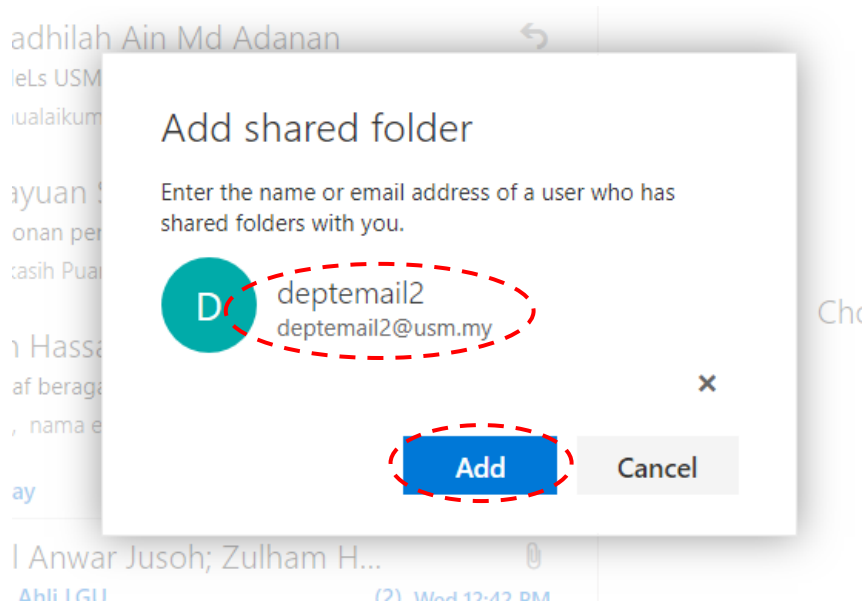
The screenshot displays the Outlook Web Access (OWA) interface. The top navigation bar shows 'Office 365' and 'Outlook'. Below this, there is a search bar and options for 'New' and 'Mark all as read'. The left sidebar shows the 'Folders' pane with a list of folders: 'Inbox' (1662), 'Clutter', 'Sent Items' (1), 'Drafts' (50), 'Deleted Items' (18), and 'Noor Haziz' (highlighted). A context menu is open over the 'Inbox' folder, listing various actions: 'Create new folder', 'Rename', 'Delete', 'Delete all', 'Add to Favorites', 'Move...', 'Mark all as read', 'Add shared folder...' (circled in red), 'Assign policy', and 'Permissions...'. The main pane shows the 'Inbox' with a list of emails, including one from 'Nurul Syafika Nadiyah Mohd Z...' and another from 'Nur Fadhilah Ain Md Adanan'.

3. Fill in the **Email Address**. Example: deptemail2@usm.my

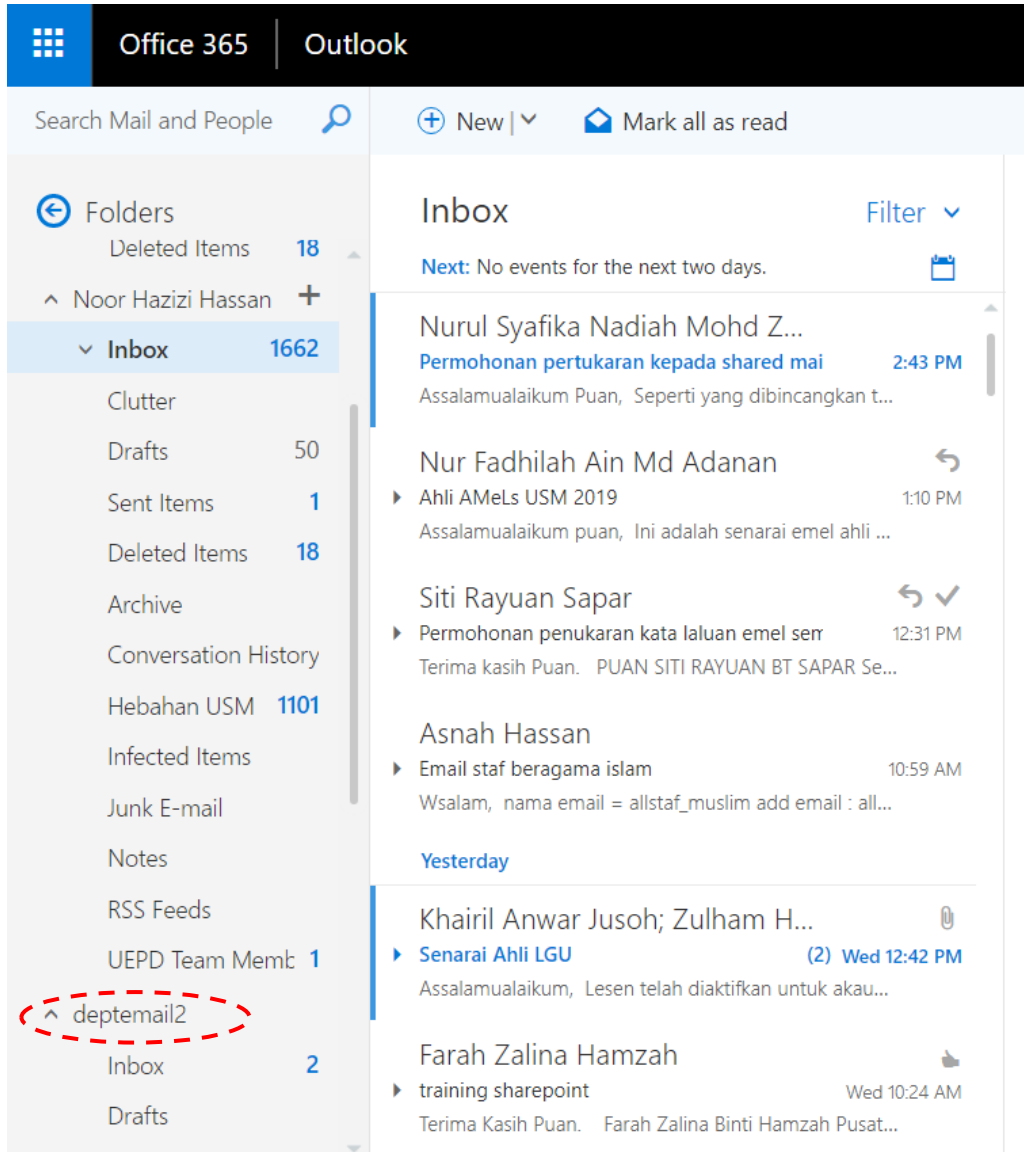


4. **Select** suggested email



5. Click **Add**.

6. Department email will appear on the left side menu.



The screenshot shows the Outlook interface with the following elements:

- Top Bar:** Office 365 | Outlook
- Search Bar:** Search Mail and People
- Navigation Pane (Left):**
  - Folders
    - Deleted Items 18
    - Noor Hazizi Hassan
      - Inbox 1662** (highlighted with a red dashed circle)
      - Clutter
      - Drafts 50
      - Sent Items 1
      - Deleted Items 18
      - Archive
      - Conversation History
      - Hebahan USM 1101
      - Infected Items
      - Junk E-mail
      - Notes
      - RSS Feeds
      - UEPD Team Memb: 1
      - deptemail2 (highlighted with a red dashed circle)
      - Inbox 2
      - Drafts
- Main Content Area (Right):**
  - Inbox** (Filter)
  - Next:** No events for the next two days.
  - Recent Emails:**
    - Nurul Syafika Nadiah Mohd Z...  
Permohonan pertukaran kepada shared mai 2:43 PM  
Assalamualaikum Puan, Seperti yang dibincangkan t...
    - Nur Fadhilah Ain Md Adanan 1:10 PM  
Ahli AMeLs USM 2019  
Assalamualaikum puan, Ini adalah senarai emel ahli ...
    - Siti Rayuan Sapar 12:31 PM  
Permohonan penukaran kata laluan emel ser  
Terima kasih Puan. PUAN SITI RAYUAN BT SAPAR Se...
    - Asnah Hassan 10:59 AM  
Email staf beragama islam  
Wsalam, nama email = allstaf\_muslim add email : all...
  - Yesterday**
    - Khairil Anwar Jusoh; Zulham H... (2) Wed 12:42 PM  
Senarai Ahli LGU  
Assalamualaikum, Lesen telah diaktifkan untuk akau...
    - Farah Zalina Hamzah Wed 10:24 AM  
training sharepoint  
Terima Kasih Puan. Farah Zalina Binti Hamzah Pusat...