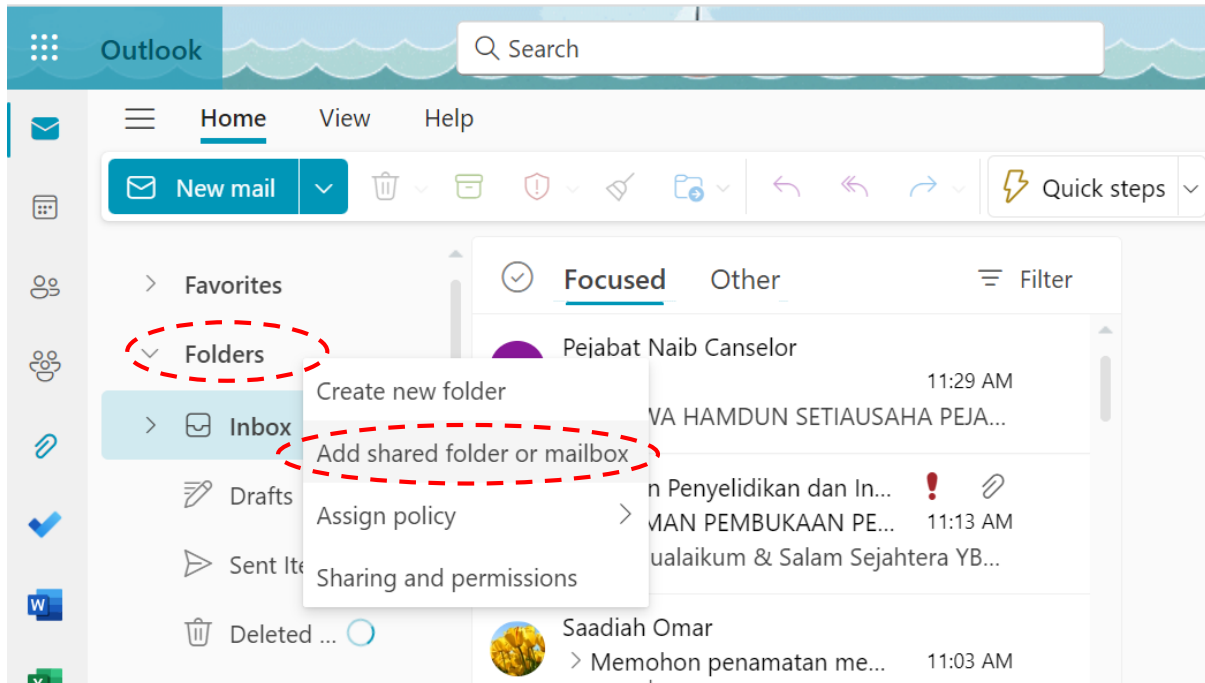
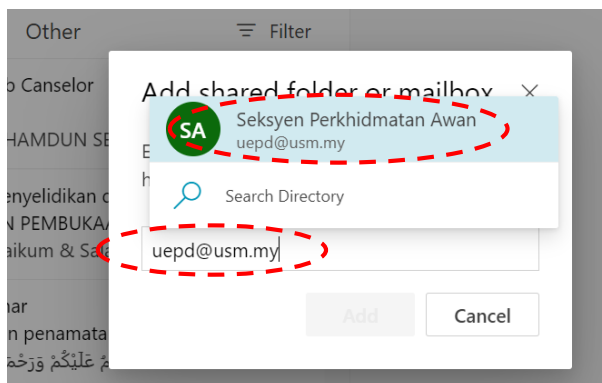


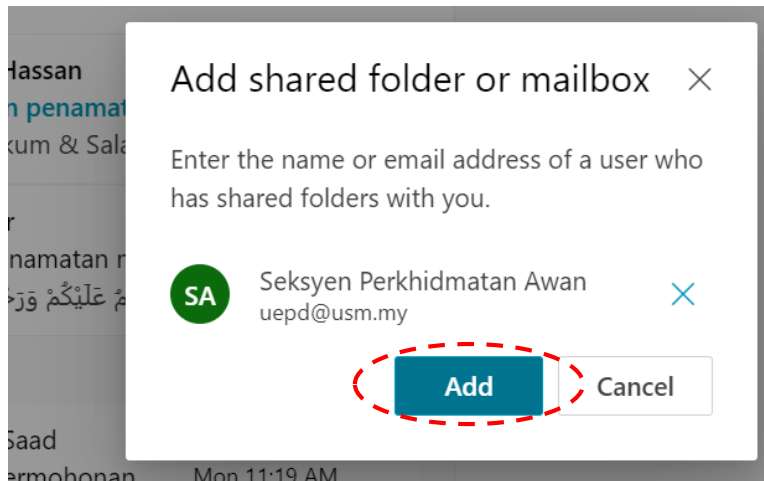
1. Open Outlook Web Access (OWA). **Right click** your 'Folders' email.
2. **Click** Add Shared Folder



3. Fill in the **Email Address**. Example: uepd@usm.my
4. **Select** suggested email



5. Click **Add**.



6. Department email will appear on the left side menu

