



Signing into Shared Mailboxes

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Signing into a shared mailbox is not needed to send and access email within an account. This can be done through email delegation. Signing into a shared mailbox should only be done if needed to complete a business workflow.

Contact CAP@brown.edu with any questions.

Like any other Brown Google account, you need to use a Brown username and password to sign into a shared mailbox. However, there can be access issues when using a shared mailbox within the same browser as you would for your personal accounts. OIT strongly urges that users who sign into shared mailboxes use different browsers or profiles to prevent such issues.

If you have any questions or concerns about this, please contact CAP@brown.edu.