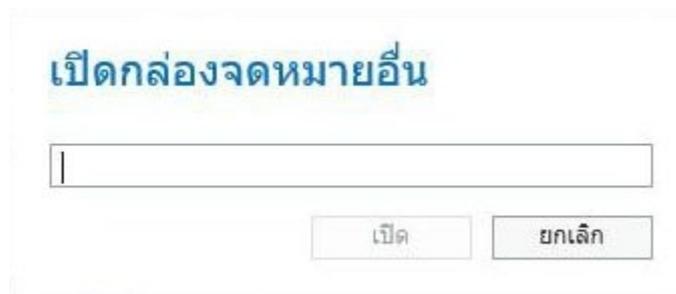


## Shared Mailbox Group E-mail

1. To open a group e-mail, choose one of the two options:
  - 1.1. Open another mailbox
  - 1.2. Add shared folder
2. To reply to an email on behalf of the faculty/department
  - 2.1. **Open another mailbox:** This option allows you to open an email from a group e-mail mailbox which is separate from your personal mailbox
    - Click on your name> Choose *Open another mailbox*



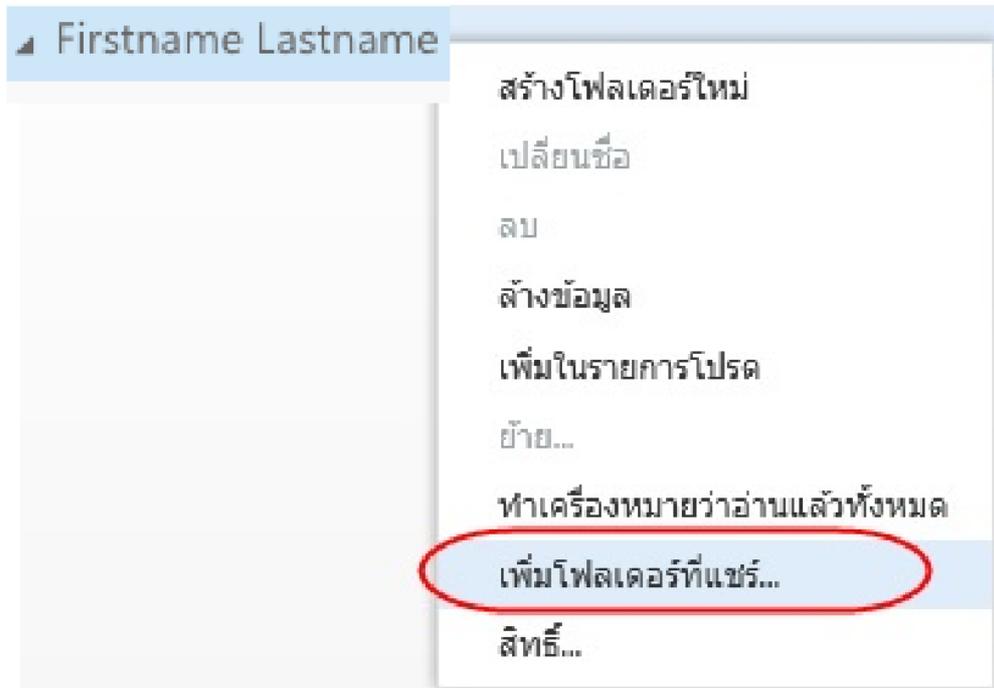
- Enter the group e-mail name

A screenshot of a dialog box titled 'เปิดกล่องจดหมายอื่น' (Open another mailbox). The dialog box has a white background and a blue title bar. Below the title, there is a text input field with a vertical cursor. At the bottom of the dialog, there are two buttons: 'เปิด' (Open) and 'ยกเลิก' (Cancel).

- A new window will open

2.2. **Add shared folder:** This option allows you to open a group e-mail in the same window as your personal email, but they will be in different folders.

- Right click on your name > Choose *Add shared folder*



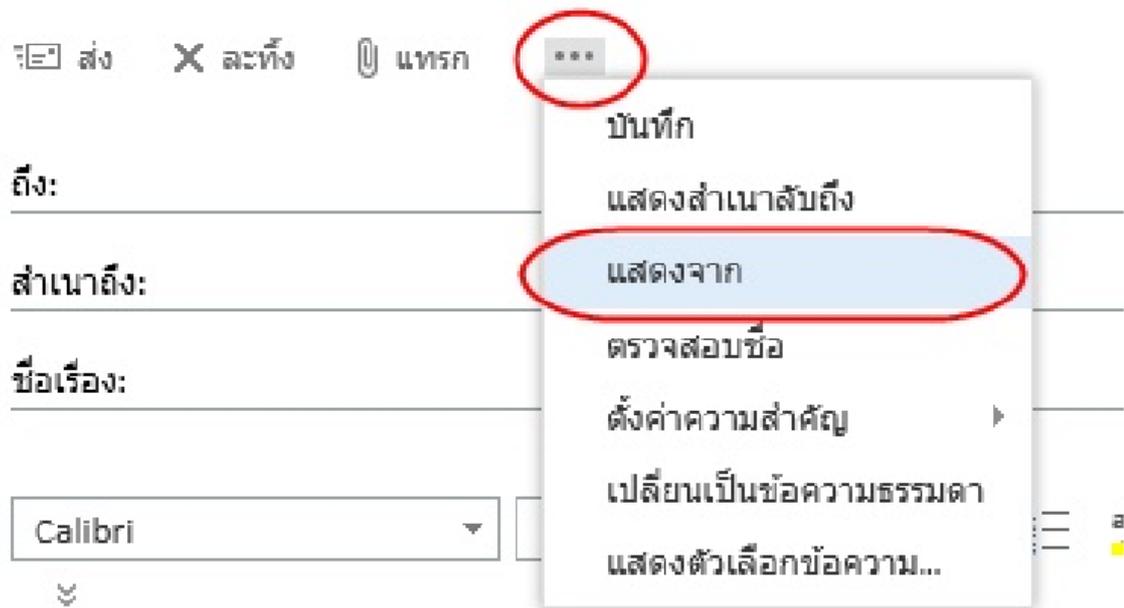
- Enter the group e-mail name

## เพิ่มโฟลเดอร์ที่แชร์

ใส่ชื่อหรือที่อยู่อีเมลของผู้ใช้ที่ได้แชร์โฟลเดอร์กับคุณ

- A new folder with the group e-mail name will be added.

3. To reply to an email on behalf of the faculty/department  
3.1. Click ... > Select *From*.



- 3.2. A tab will appear with your name. Delete that name and change it to the faculty/department email name.

