Adding Group Accounts to Penn O365 Webmail

1. From a web browser, visit [https://outlook.com/upenn.edu](https://outlook.com/upenn.edu).
2. Login with your Penn O365 credentials.
3. From the list of folders, right-click on your name and select “Add shared folder…”.
   (Note that you may have to click “More…” if your name does not appear).
4. In the prompt that appears, enter the name of the account you need to access.
   (Note that group accounts in Penn O365 now have the prefix `vpul-` added to the account name).
5. Select the account you wish to open. If the account does not appear as an option automatically, click **Search Directory**.
6. When the account has been selected, click **Add**.

You should now see the account and its inbox/folders in the left-hand column of your webmail view.