

# Creating/Modifying Rules for Shared Mailboxes

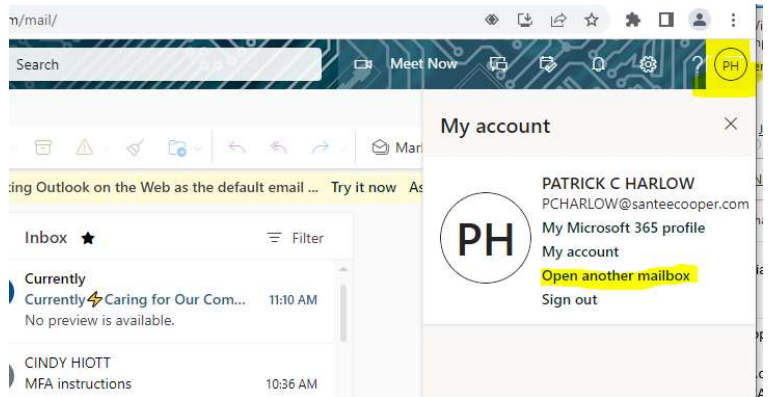
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After the email migration, shared mailbox rules will now need to be created/managed using OWA(exchange.santecooper.com). Below are instructions.

**Step 1:** Rules for shared mailboxes must now be created via OWA/Exchange. Log into your account at <https://exchange.santecooper.com>.

**Step 2:** Click your profile icon in the top right and select “Open another mailbox”.



**Step 3:** Search for the shared mailbox and select the auto-populated result.

**Step 4:** If you have access to that mailbox, you will be redirected to it. You can now click the 3 dots at the top of the page and manage rules from there.

