

Message

From: Petuya, Lauren [Petuya.Lauren@epa.gov]
Sent: 3/25/2025 3:36:09 PM
To: Noonan, Jenny [Noonan.Jenny@epa.gov]
Subject: AirAction Inbox
Attachments: User Guide Shared Mailboxes.docx

Hi Jenny,

I'm having trouble accessing the AirAction inbox. I've tried via SharePoint and my desktop Outlook app. I'm going to open a ticket to see if I can gain access since Jackie made me an inbox owner.

In case people are having a hard time figuring out how to add the inbox to Outlook, I've attached a shared mailbox user guide that was sent to me when I was establishing the Flag Program inbox. This info still holds if folks choose to add the inbox in the Outlook desktop app.

-Lauren

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