Introduction

A maildrop is a group mailbox assigned to a department or organization within the University. Maildrops allow an owner to send mail messages from the maildrop's email address rather than from their own email address. Maildrops are meant for faculty, staff and student employees. Students can access a maildrop without having an Exchange address to Outlook on their PC.

Accessing a Maildrop without having an Exchange Account

Ensure Outlook is not open and follow these steps:

1. Click on Cortana in the Taskbar.
2. In the search box, type Control Panel and press Enter.

![Figure 1]
3. Open the **Mail (32 bit)** from the control panel.

4. Click **Show Profiles**.

5. Click **Add**.
Outlook 2016: Accessing a Maildrop without having an Exchange Address

6. For the **Profile Name**, enter the name of the maildrop and click **OK**.

![New Profile](image1)

**Figure 5**

7. The **Add Account** window will appear. With the **E-mail Account** radio button selected, change the email address from your personal address to the primary email address of the maildrop (`maildropaddress@towson.edu`).

8. Leave the password fields blank, and click **Next**. Outlook will attempt to discover the configuration.

![Add Account](image2)

**Figure 6**
9. You will be prompted for authentication. Remove the maildrop address from the prompt and enter your Towson University Email Address or NetID and password, and click **Sign in**.

![Image of sign in page]

**Figure 7**

10. The profile should now be configured. Click **Finish**.

![Image of configuration complete page]

**Figure 8**
11. Back in the Mail (32 bit) of the control panel, select the profile you just created in the Always use this profile drop-down menu.

![Mail profile selection](image)

**Figure 9**

12. Launch Outlook, and select the newly created profile from the drop-down list and click **OK**.

13. When done, you can close Outlook, then reopen it a moment later, and choose your own mailbox's profile (which may be called "%username%" or "Outlook" or "default").

**Accessing your Maildrop from a Web Browser**

You can access your maildrop outside of the Outlook app through your web browser.

1. Open your preferred web browser.

2. In the address bar, type [www.outlook.com/owa/towson.edu/maildropaddress@towson.edu](http://www.outlook.com/owa/towson.edu/maildropaddress@towson.edu) (substituting maildropaddress for your maildrop address).

3. Enter your **NetID** and **Password**.

4. Click **Sign in**.