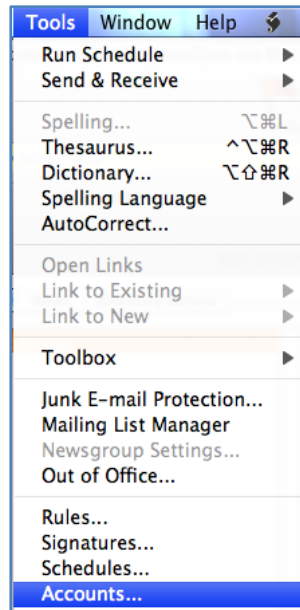


Marquette Mailbox Sharing for Macs

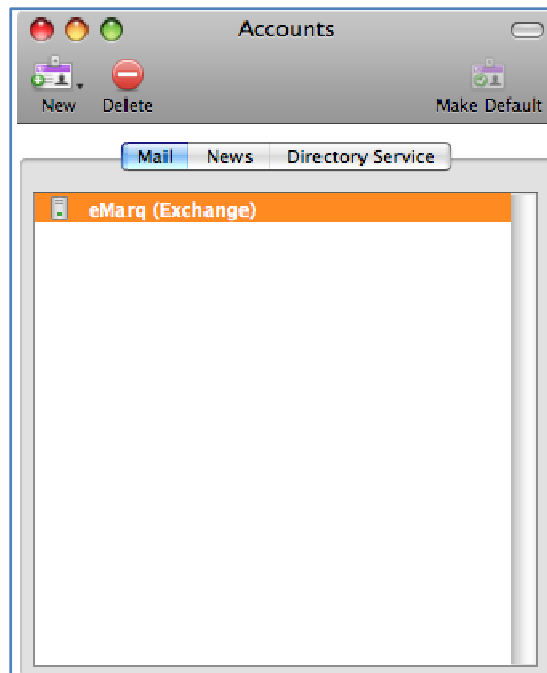
- Mailbox owners: Add a Second Mailbox to Entourage 2008 1
- Give Other Users Access to theInbox if you are the Mailbox Owner 3
- Open the "Inbox" (or "Calendar") for a mailbox that you've been given access to by the mailbox owner 4

MAILBOX OWNERS: ADD A SECOND MAILBOX TO ENTOURAGE 2008

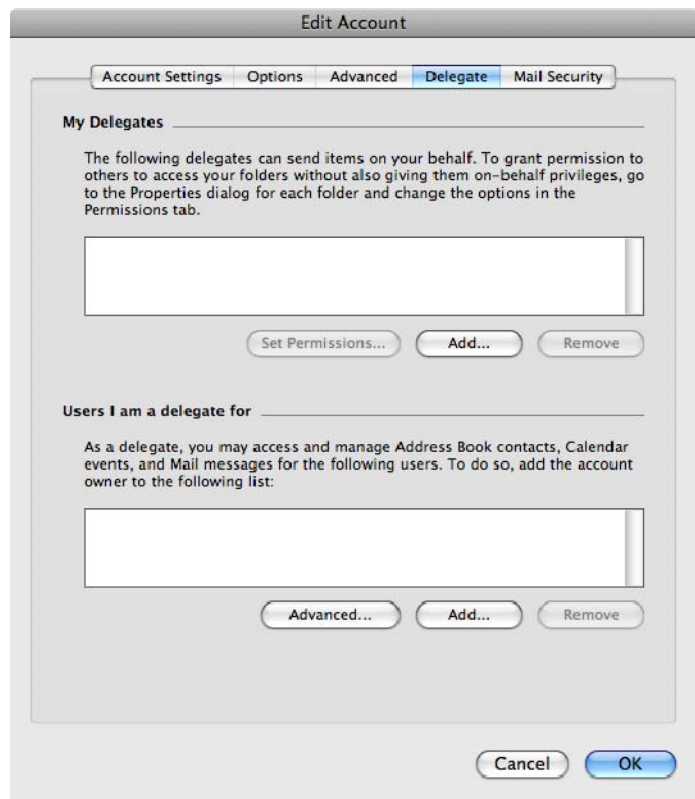
1. Click on **Tools>Accounts**.



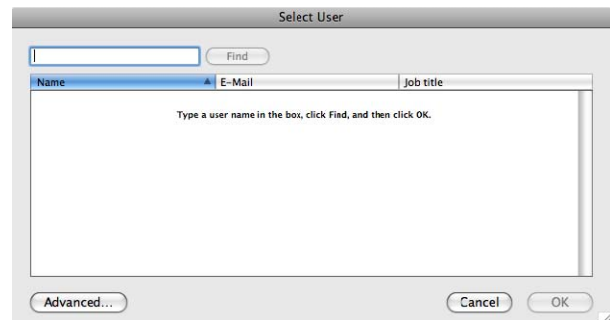
2. A window will open showing the user's Marquette e-mail account.
3. Double-click on this entry to edit the account.



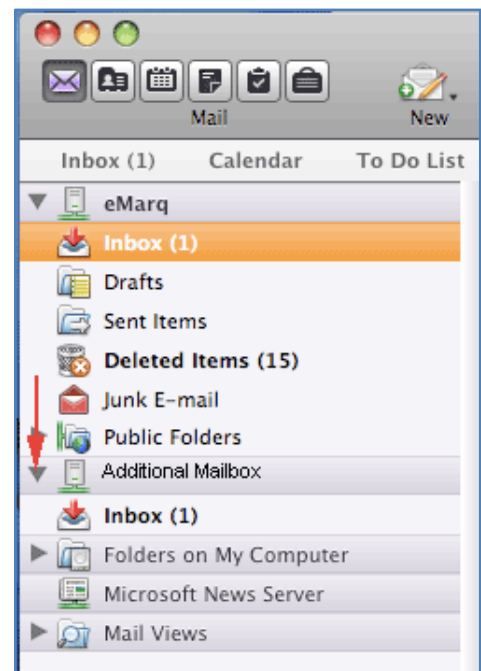
- In the *Edit Account* window that opens, click on the **Delegate** tab. Under the section titled *Users I am a Delegate for*, click **Add**.



- Enter the last name of the person, or the user name of the account that you have permissions for. Click **Find** to bring up possible matches to that name, Select the desired account, and click **OK**.



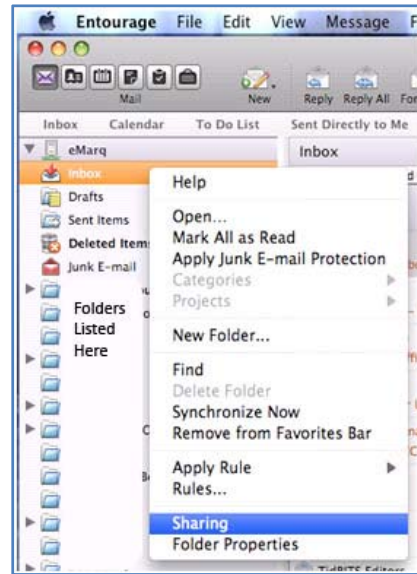
- Click **OK** and close the account configuration window.
- You have successfully set up a profile to access multiple mailboxes. Close Entourage.
- Open Entourage and look at the list of folders in the navigation pane. You should now see a primary mailbox and an additional Mailbox for the account just added in the **Mail Folders** list. Click on the arrow next to the additional mailbox to open it.



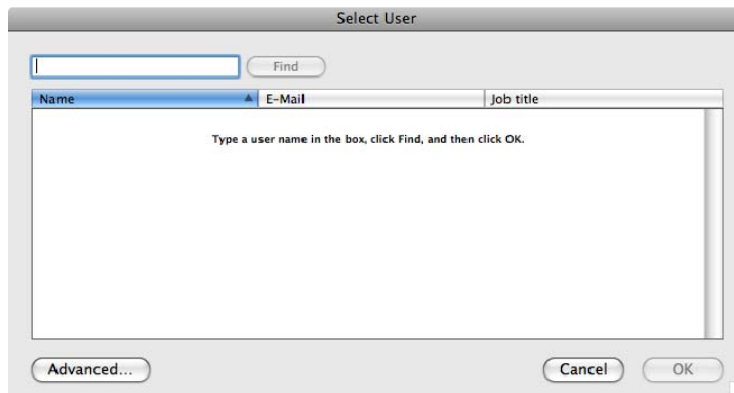
GIVE OTHER USERS ACCESS TO THE INBOX IF YOU ARE THE MAILBOX OWNER

Change permission settings for a mailbox.

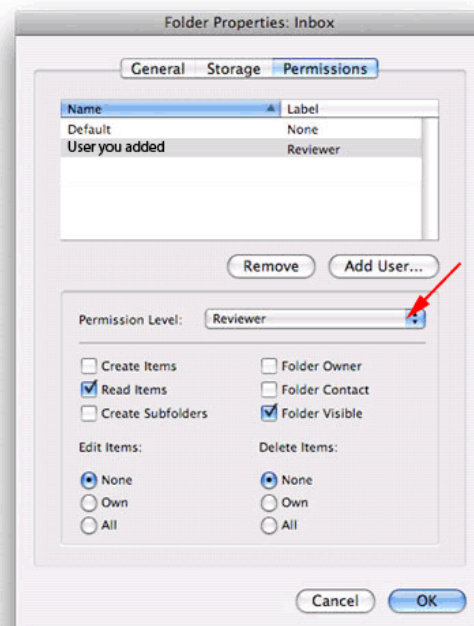
- From the Entourage Folders List, **Ctrl-click** or right-click on the Inbox of the account that you want to share, and select **Sharing**.
- The folder properties window will open.
- Click **Add User**.



- The **Select user** window will open.
- Enter the name of the user and click **Find** to search for the user in the Global Address List, select the desired account, and click **OK**.

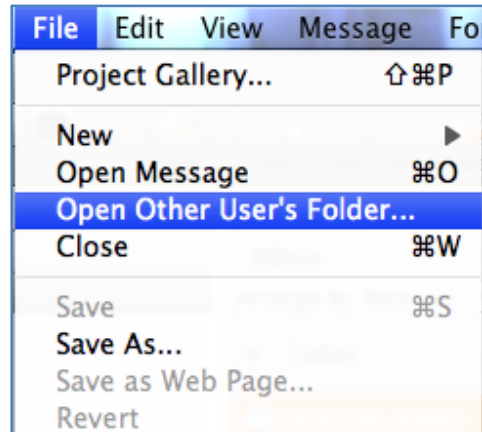


- The *Folder Properties: Inbox* window will open. Select **Reviewer** from the pull-down menu for *Permission Level*.
- Click **OK**.



OPEN THE "INBOX" (OR "CALENDAR") FOR A MAILBOX THAT YOU'VE BEEN GIVEN ACCESS TO BY THE MAILBOX OWNER

- After you've been given security access to the **Inbox** (or **Calendar**) folder, open Entourage using your personal credentials.
- Click on **File>Open Other User's Folder...**



- Enter a username in the **User:** box and click **OK**. Select the appropriate user from the list that appears.
- Select **Inbox** and click **OK**.

Please note: you will only have access to the Inbox. No additional folders will be accessible.

