

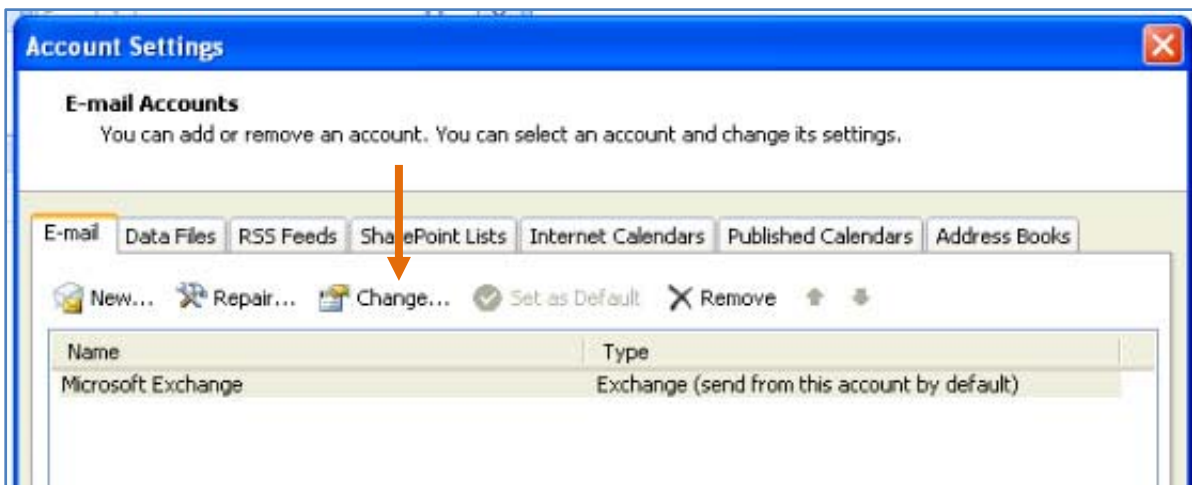
SHARED MAILBOXES

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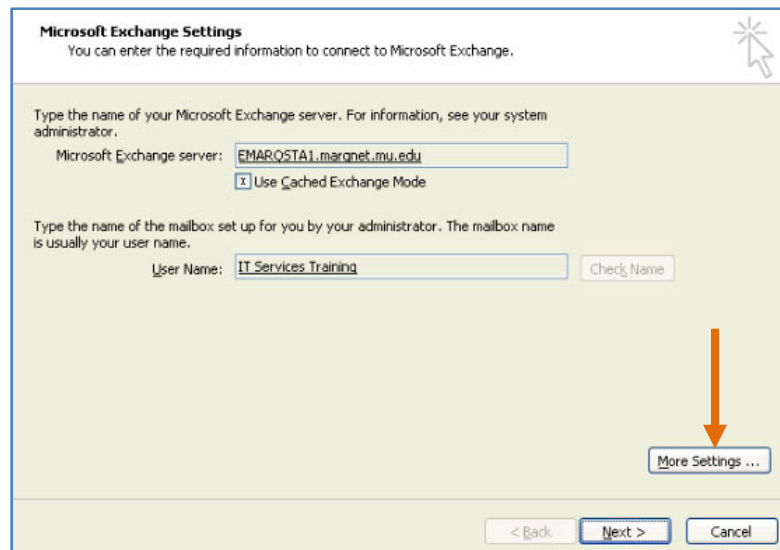
MAILBOX OWNERS: ADD A SECOND MAILBOX TO OUTLOOK 2007

If you have been given a second mailbox, follow the steps below to enable access to the new mailbox.

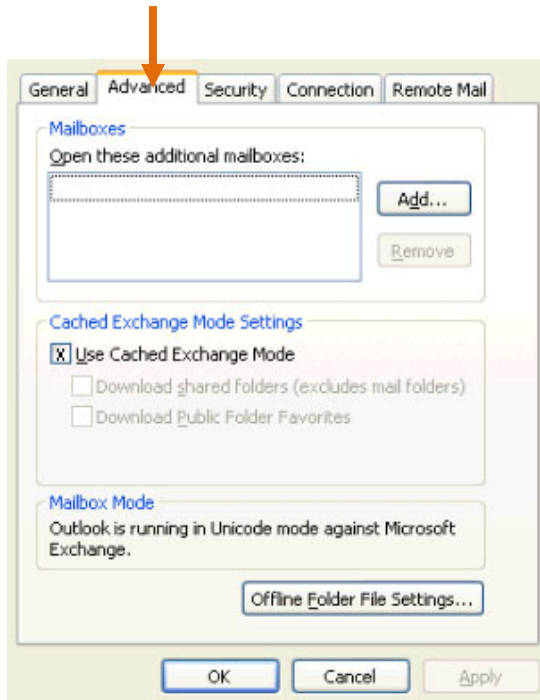
1. Click on **Tools > Account Settings**.
2. When the following window opens click **Change...**



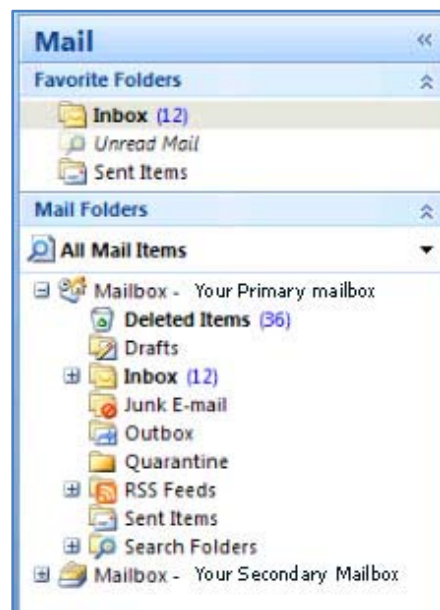
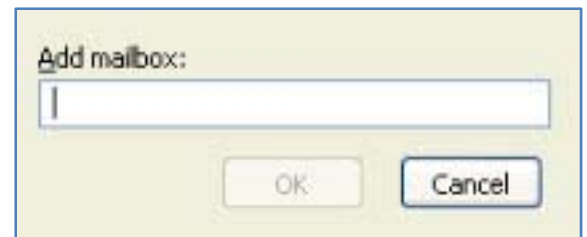
3. The window below will open. Click **More Settings**.



- When the next window opens, Click on the **Advanced** tab, and click **Add**.(Figure



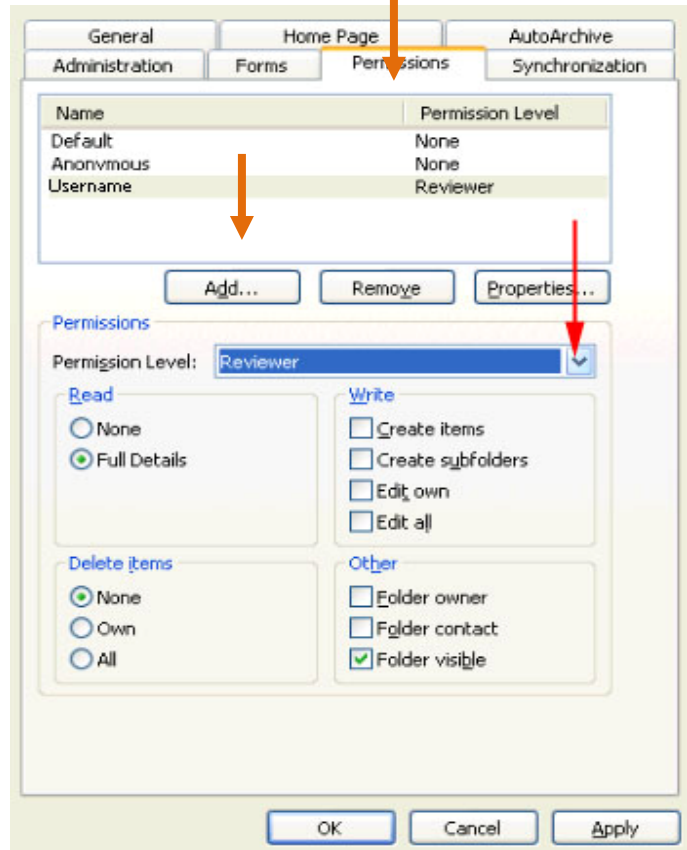
- Enter the name (username or display name) of the mailbox you wish to add, or click on the down arrow and choose the correct "account" if multiple choices are offered. Click **OK**.
- Click **OK** in the Microsoft Exchange Window.
- Click **Next** in the Change e-mail Account window (figure).
- Click **Finish**, and click **Close**.
- You have successfully set up a profile to access multiple mailboxes. Close Outlook.
- Open Outlook 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 plus sign to open this mailbox.



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

Change permission settings for the additional mailbox.

- To access the **Permissions** tab, highlight the appropriate **Inbox** by selecting it in the folder tree in the Navigation pane. Right-click and click **Change Sharing Permissions**.
- Click **Add** and add a username or search for it in the Global Address List.
- Click on the down arrow next to *Permission Level:* and select **Reviewer**.
- 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 Outlook using your personal credentials.
- Click on **File > Open > Other User's Folder...**
- Enter a username in the **Name:...** box or choose an account from the Global Address List.
- Click on the arrow to select a **Folder type**. Select **Inbox** (or **Calendar**) and click **OK**.

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