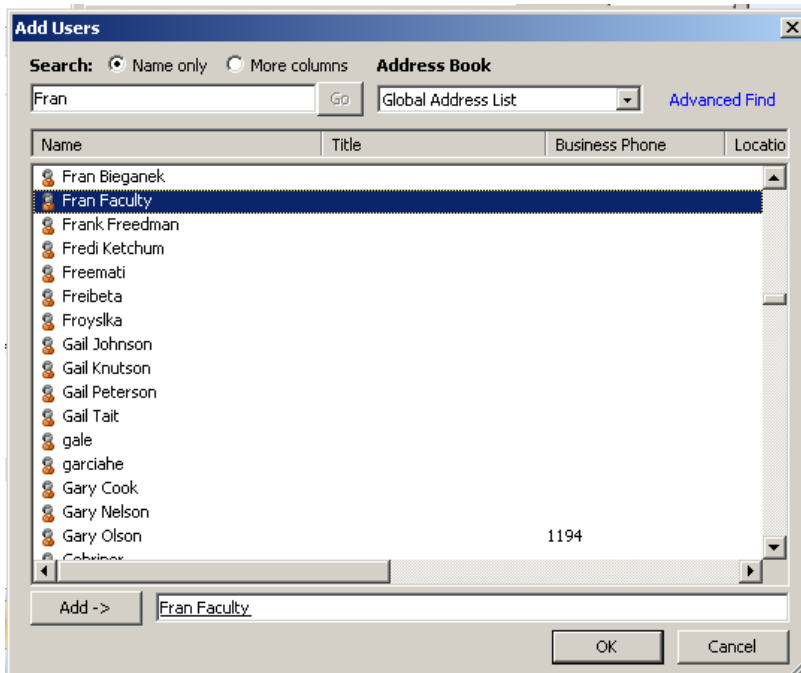
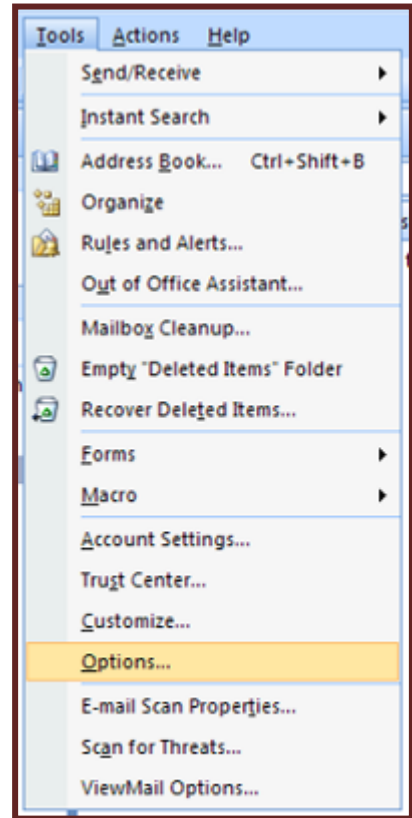
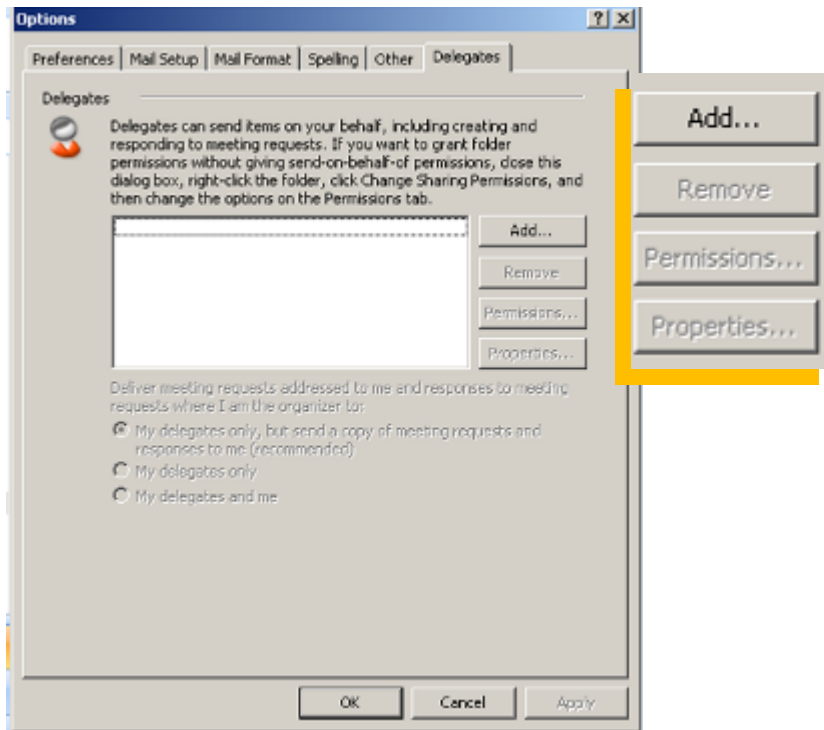


How to Share Your Mailbox

STEP 1: In Microsoft Outlook, select **Tools** → **Options**



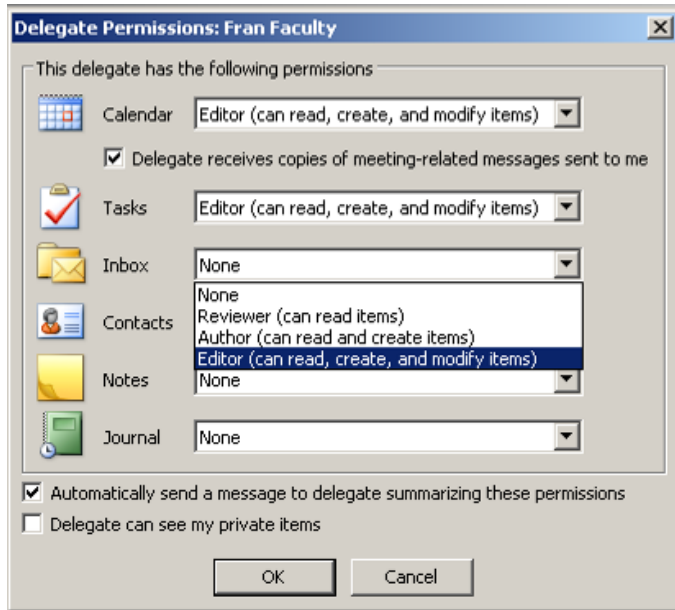
STEP 2: The **Options** window will open. Select the **Delegates** tab and click on the **Add...** button



STEP 3: After you clicked Add, the college global **Address Book** will open up. Find the person that you'd like to allow access to. Select the person's name and click **Add ->** and click **OK**.



STEP 4: Select which areas of your mailbox you'd like this person to have access to and what type of permissions they have.



PERMISSIONS

- ✓ None
- ✓ Reviewer (can read items)
- ✓ Author (can read and create items)
- ✓ Editor (can read, create, and modify items)

Note: Be sure you place a checkbox before you click OK if you would like to send a reminder to the person you are adding as a delegate.

Automatically send a message to delegate summarizing these permissions

How Does Your Delegate Access Your Mailbox?

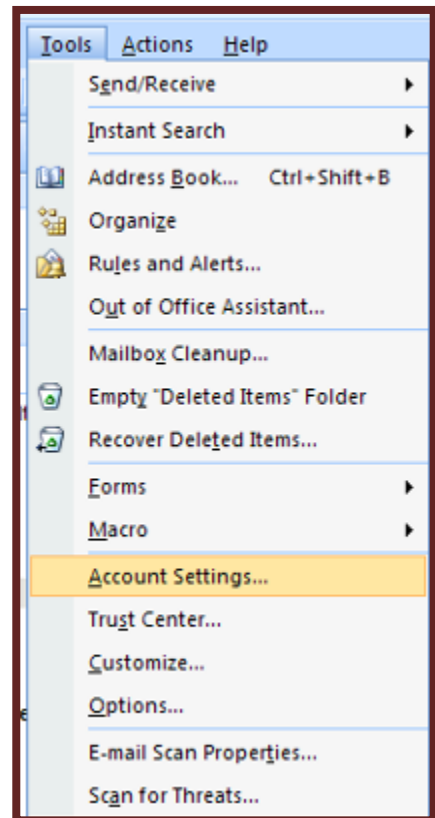
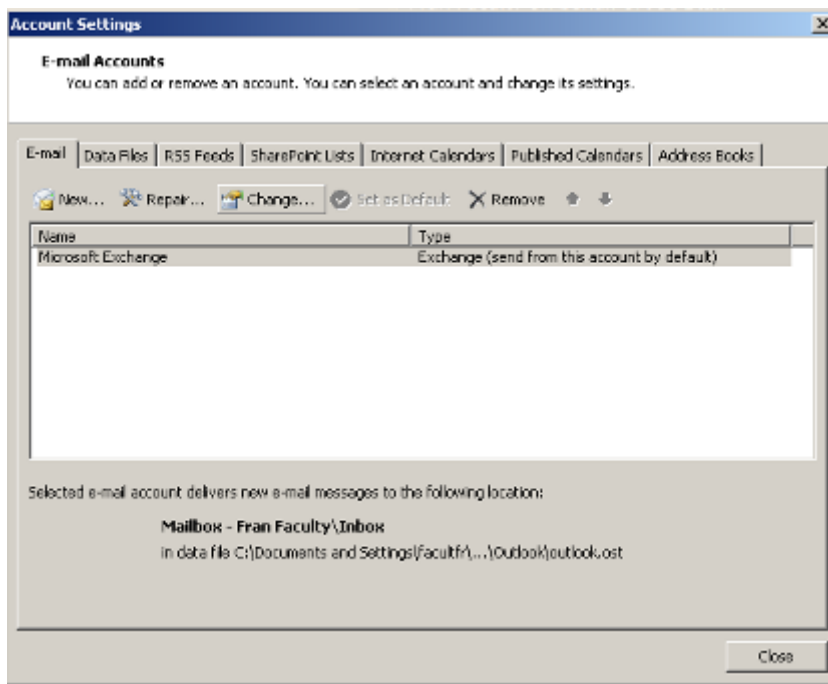
Directions are listed below.

I'm a Delegate, How Do I Access My Shared Mailbox?

STEP 1: In Microsoft Outlook, select **Tools** → **Account Settings**

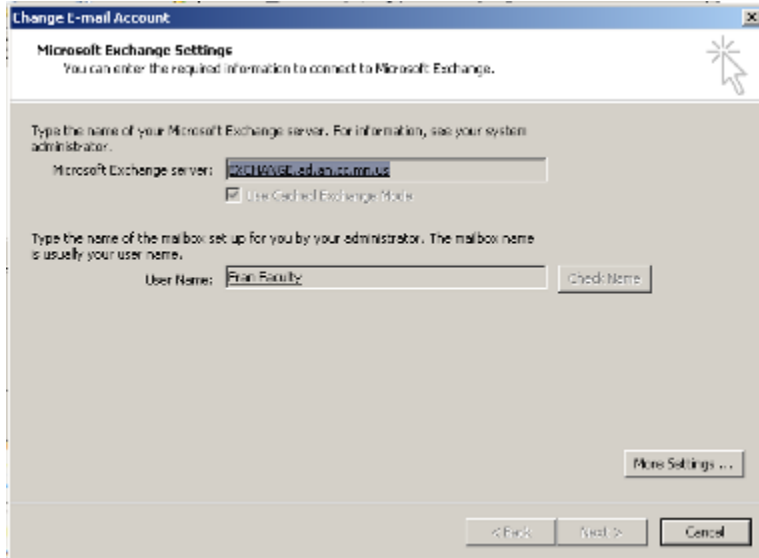


STEP 2: The **Account Settings** window will open. From the **E-mail** tab click on the **Change...** button.




STEP 3: The **Change E-mail Account** window will open.

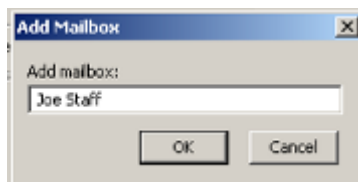
Click the button titled **More Settings...** 



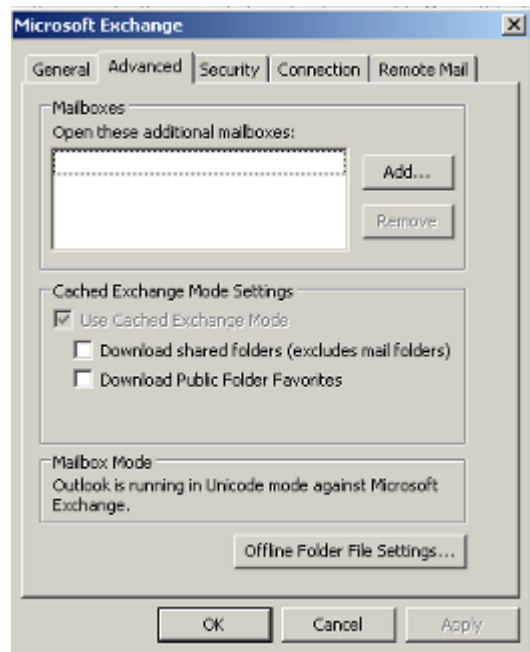
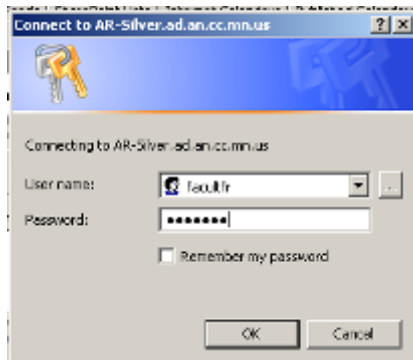
STEP 4: The **Microsoft Exchange** window will open.

From the **Advanced** tab, click on **Add...**  to select the mailbox that you are sharing.

STEP 5: The **Add Mailbox** window will open. Type in the mailbox (name of the person) that you are adding.

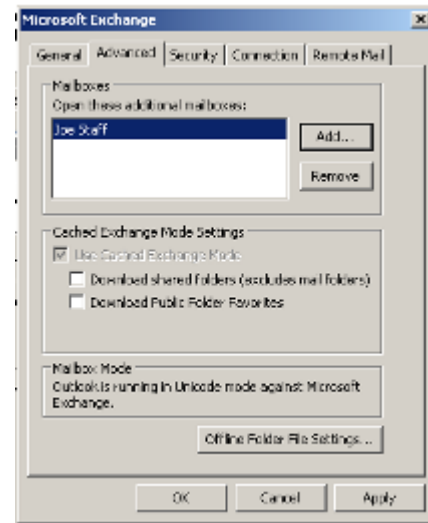
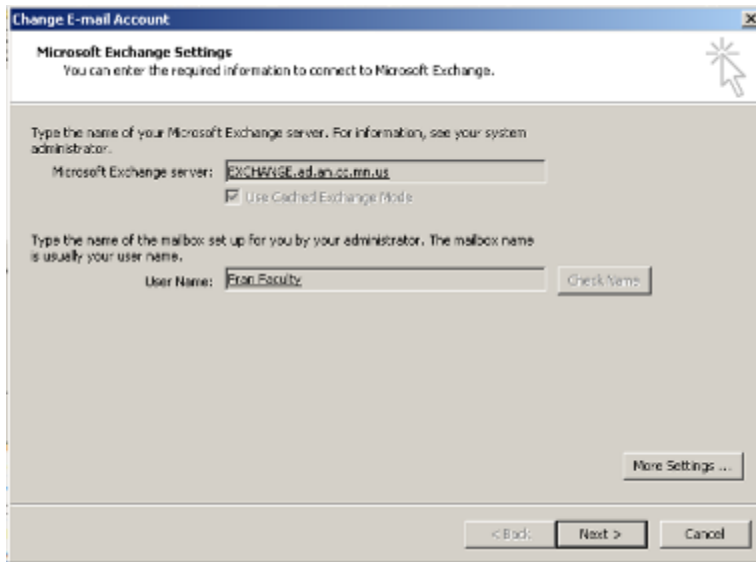


STEP 6: Enter your **Network User name: & Password**. Click OK.

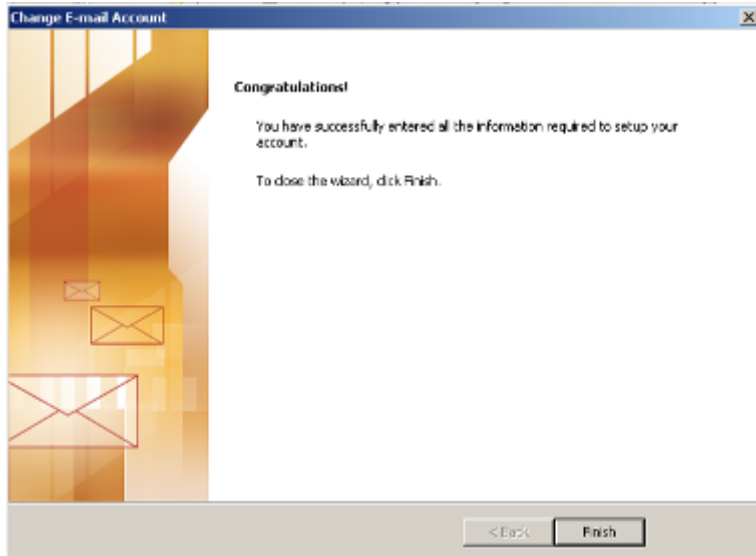


STEP 7: The mailbox you added is now listed in your available mailboxes. Click OK when you done.

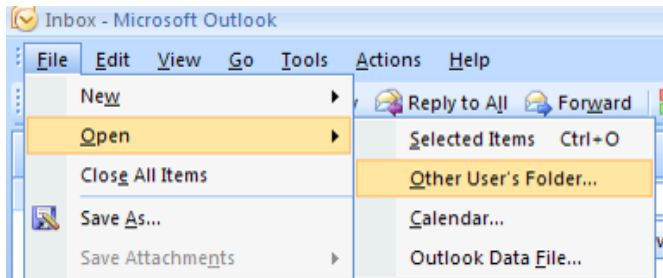
STEP 8: Click **Next >**



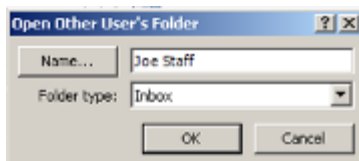
STEP 9: Click **Finish**



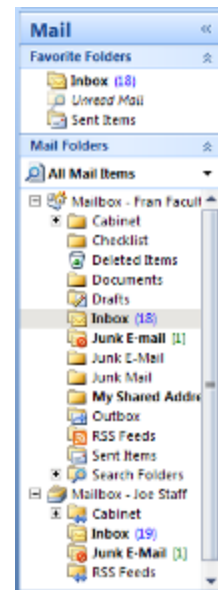
STEP 10: To see the other person's mailbox, Click on **File** → **Open** → **Other User's Folder...**



STEP 11: Either type out the full name of other person or click on **Name...** and find them. Press **OK**.

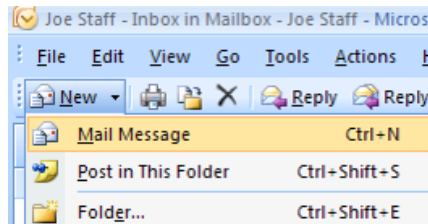


You should now see the mailbox of the other person that you are sharing with.

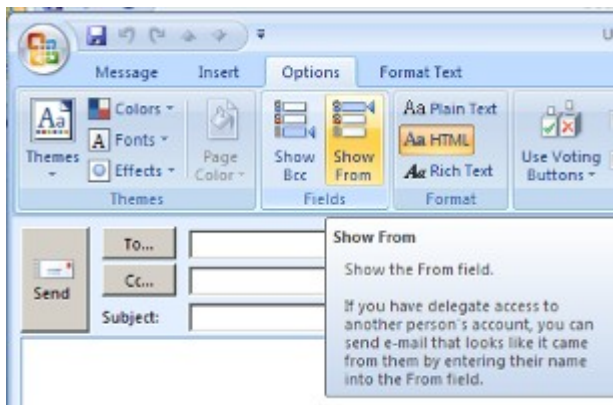


How Do I Send Email as a Delegate from a Shared Mailbox?

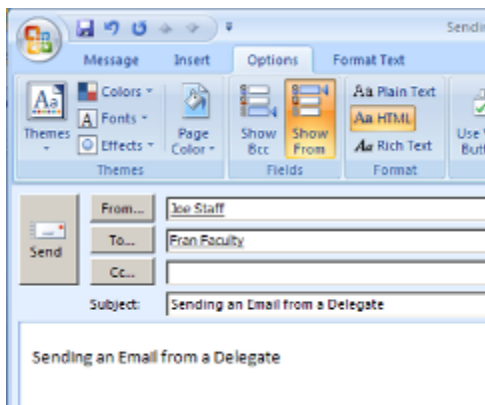
STEP 1: Click **New** -> **Mail Message**



STEP 2: From the **Options** tab click the **Show From** button.



STEP 3: Click the **From...** button to select the account which you'd like to send the email from.



STEP 4: The message that is sent out lists the delegates name in the from heading.

