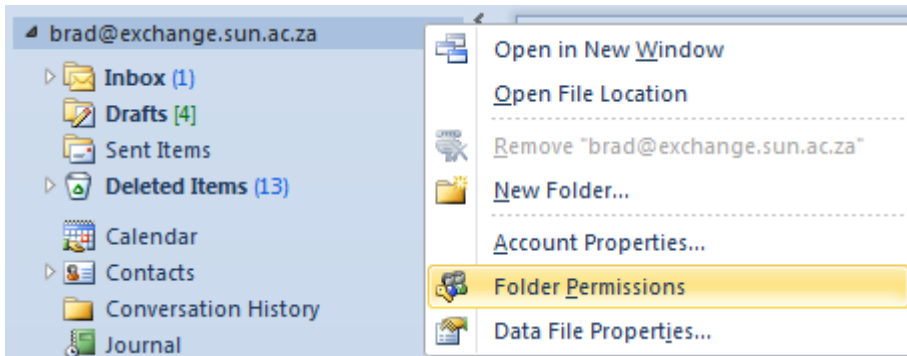


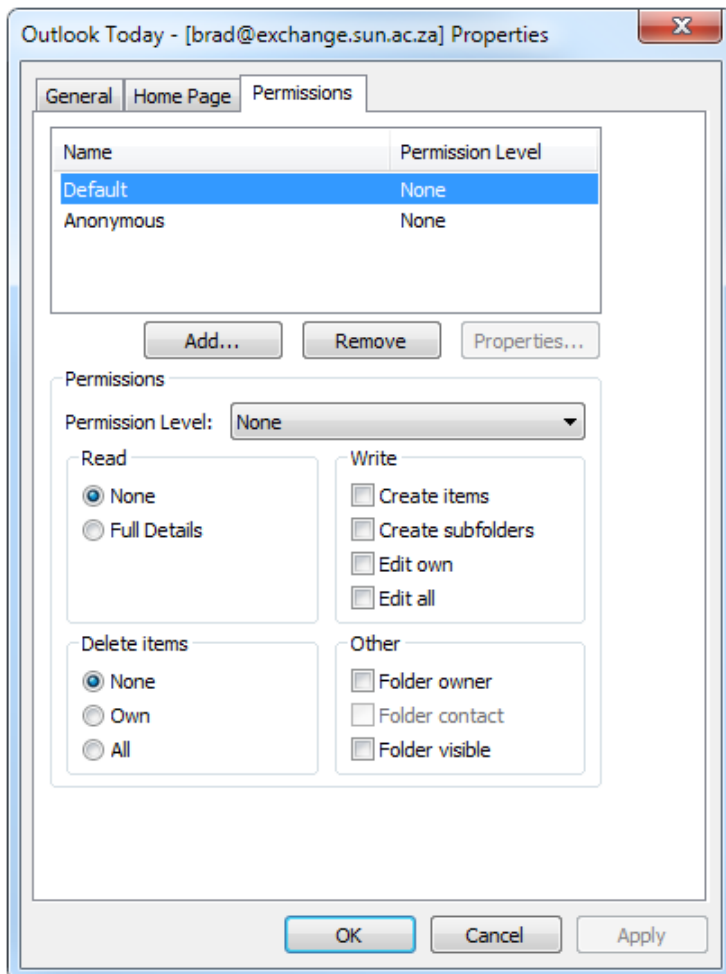
Giving someone access to your mailbox

Open Outlook and **Right Click** your mailbox in the left Navigation Pane and select **Folder Permission** from the pop out menu

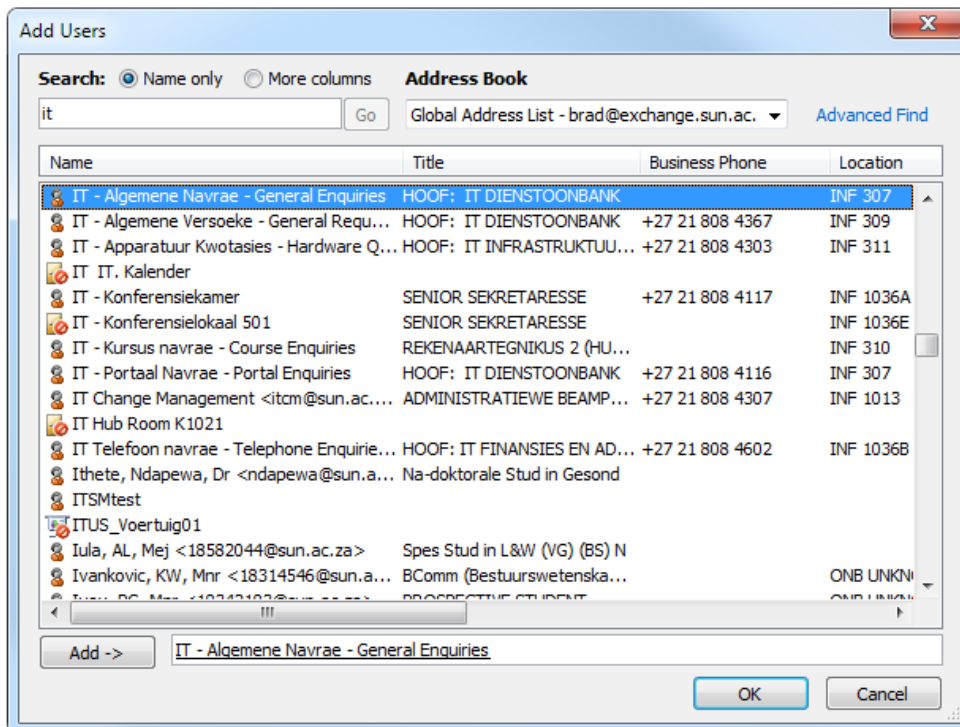


Note: You will need to set the permission for each folder that you wish to share

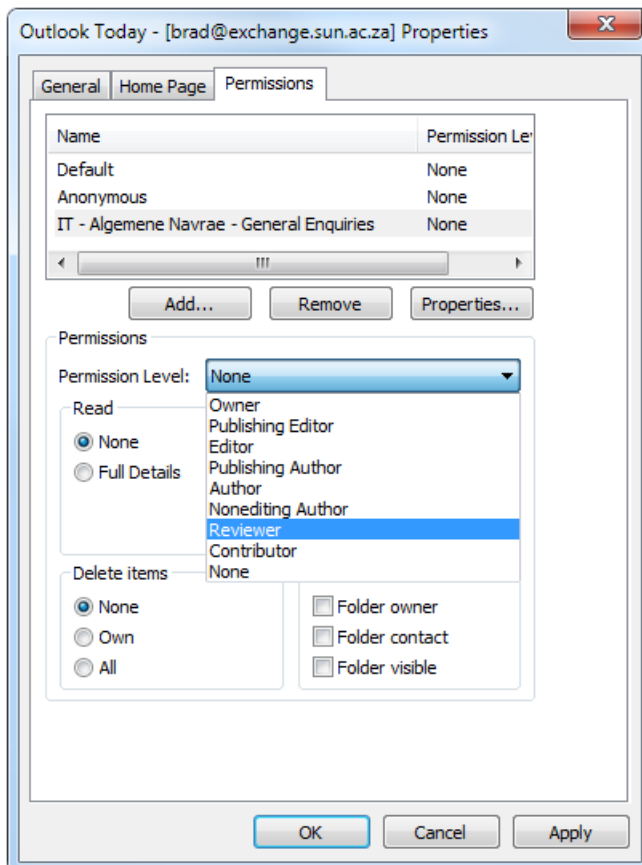
In the next window that will open, you will **Add** the people that need permission to your mailbox and give them the rights needed



Search for the person you want to give permission to view your mailbox, select user and click **Add** and then click **OK**



The user will now be loaded but **Permission Level** still needs to be set. Select the relevant **Permission Level** from the drop down that the user should have and click **OK**



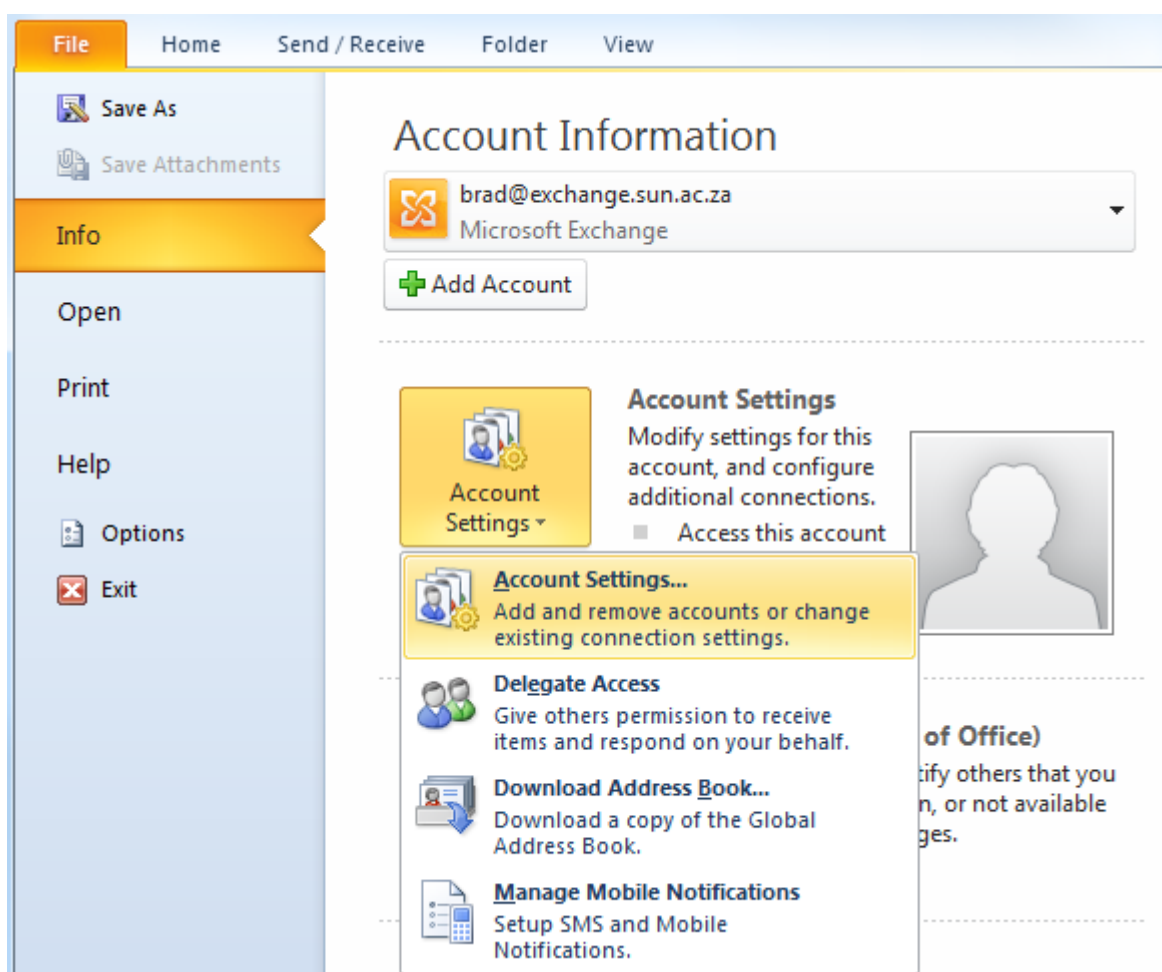
Do the same for the **Inbox** folder and any other relevant folder that you wish to share.

Adding additional mailbox

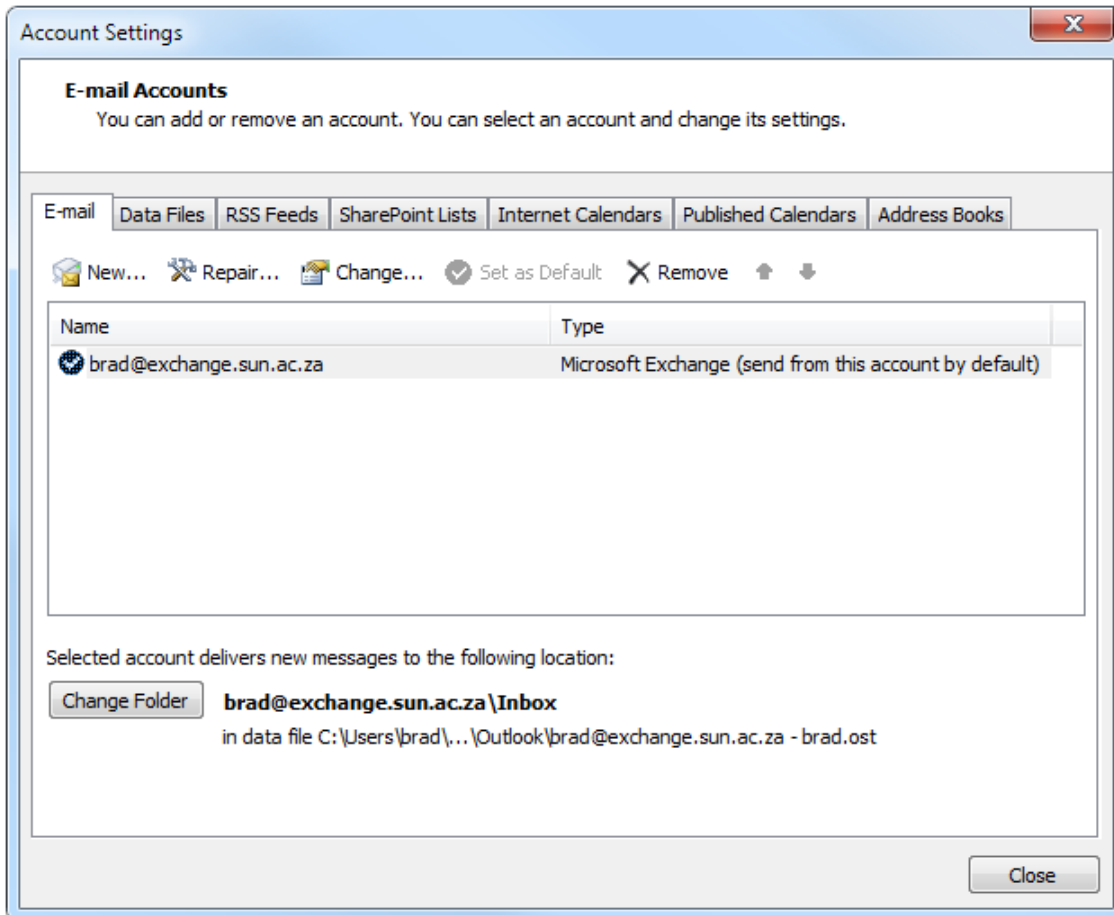
Click **File** in top left corner



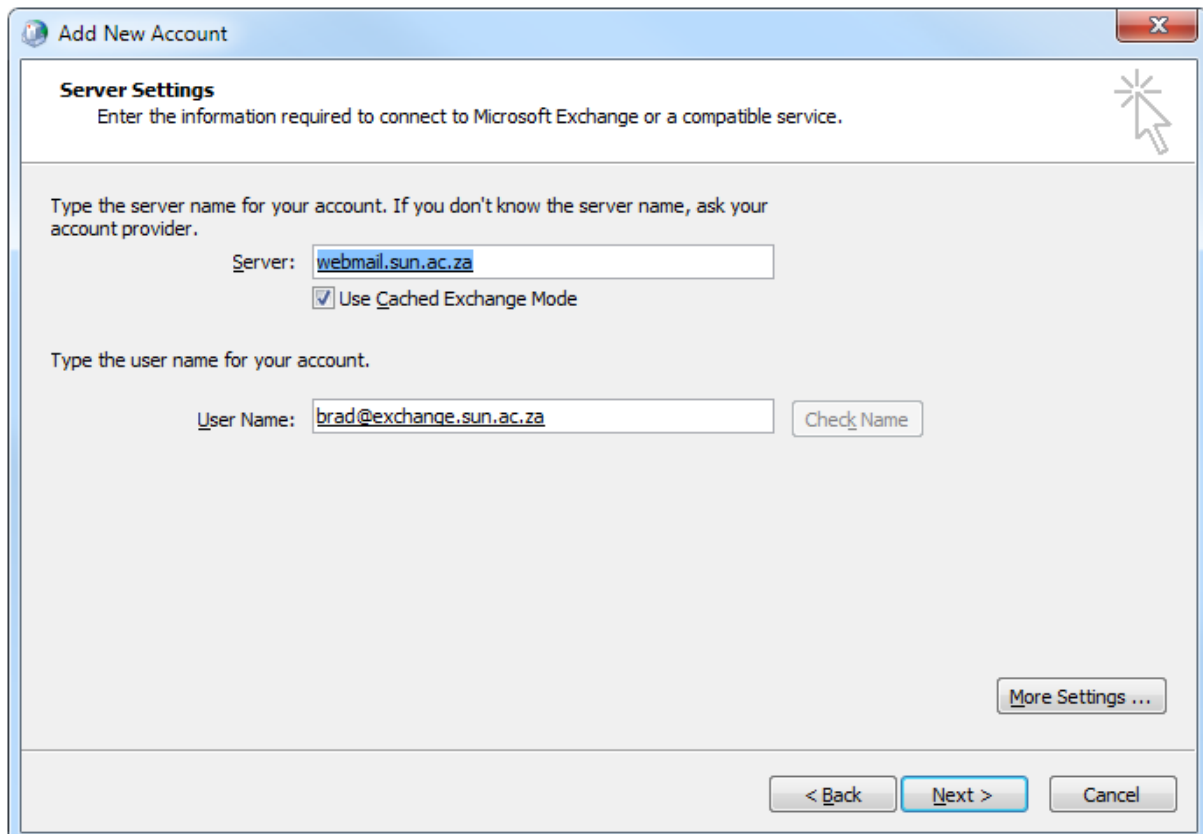
Click **Account Settings** and **Account Settings** again from the pop out menu



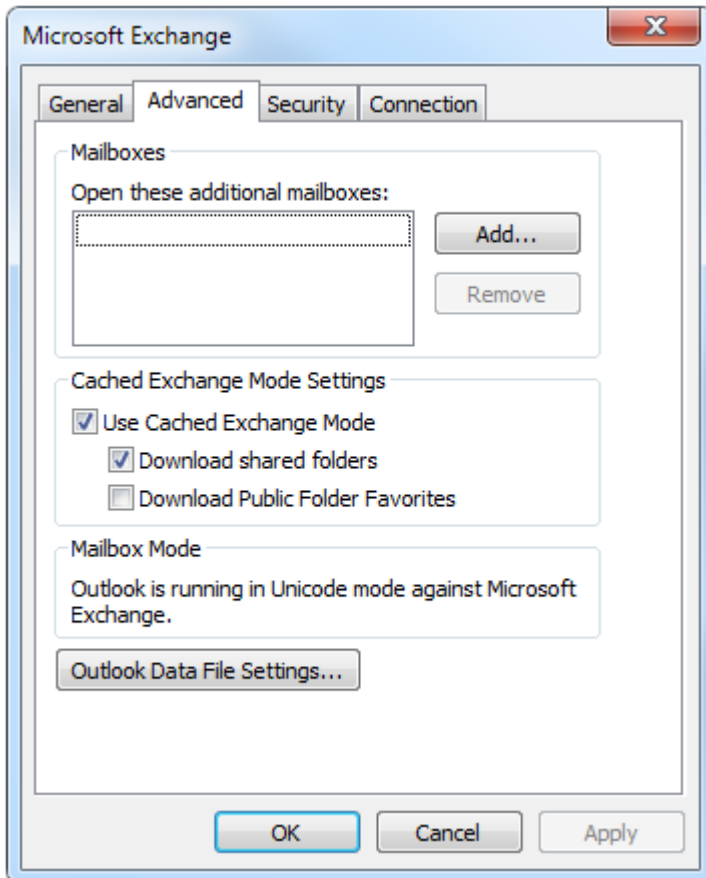
Make sure your email account is selected and click on **Change**



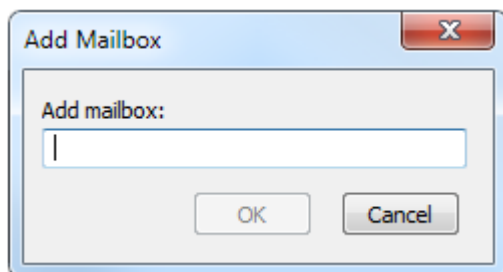
Click **More Settings**



Select the **Advanced** tab

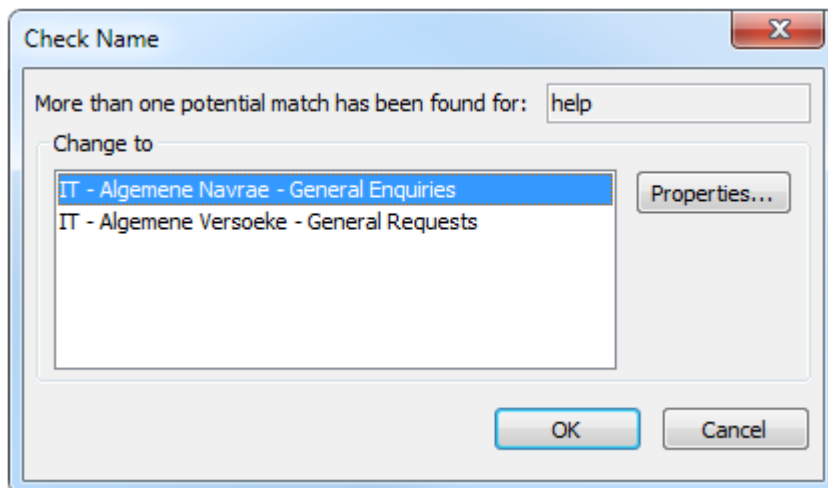


Click **Add** and type the username of the person whose mailbox you would like to view and click **OK**

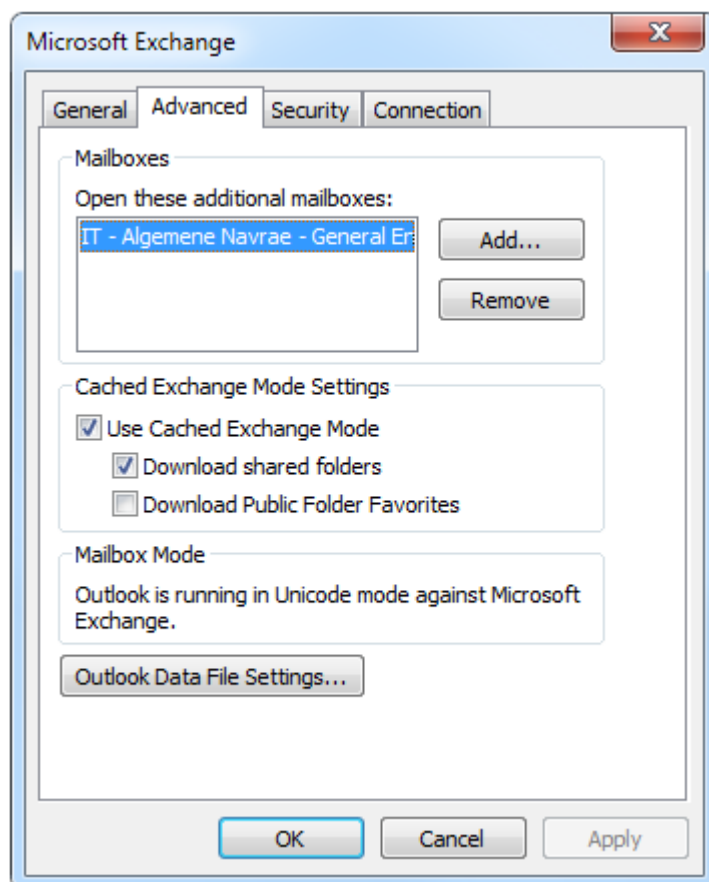


Note: You will only be able to view the mailbox if the person has given you permission to do so and has set that permission in his/her mailbox

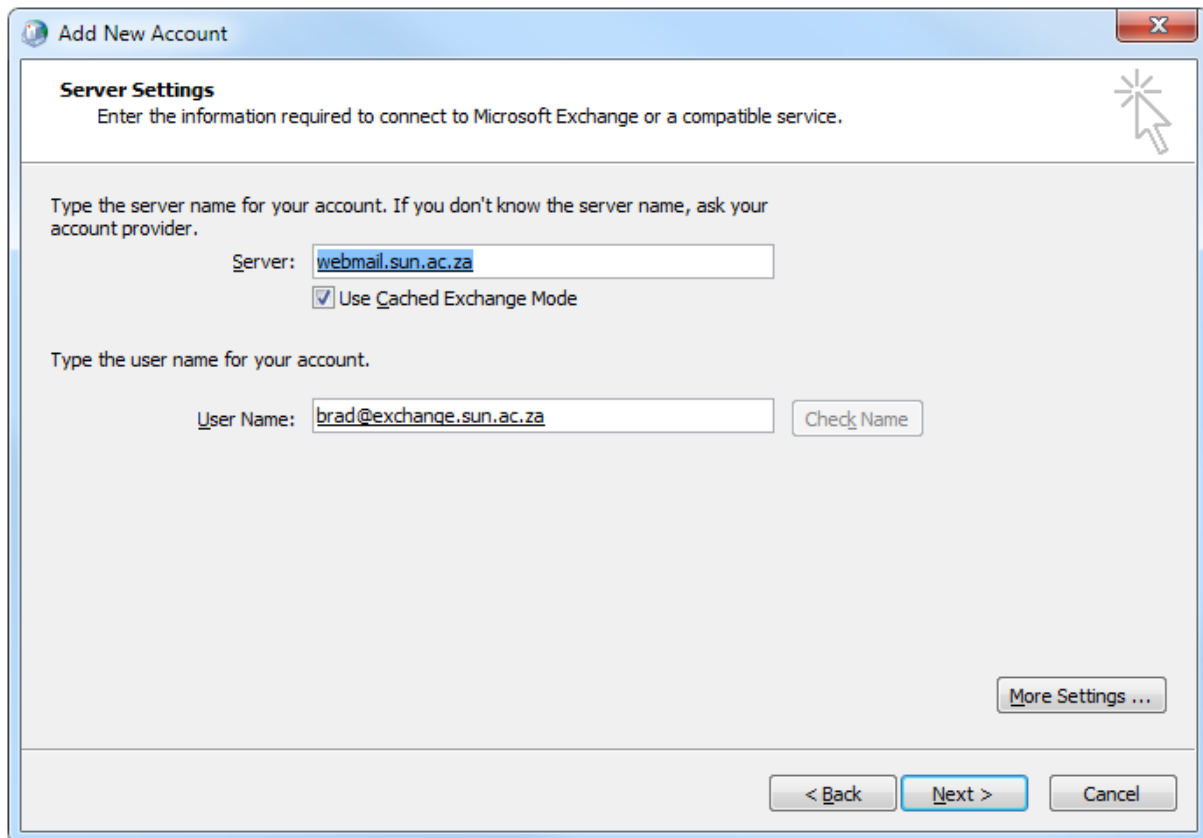
If there are similar names in the Global Address List you will be presented with the screen below. Select the one that is relevant to you and click **OK**



The name will now be displayed in the mailbox list, click **OK**

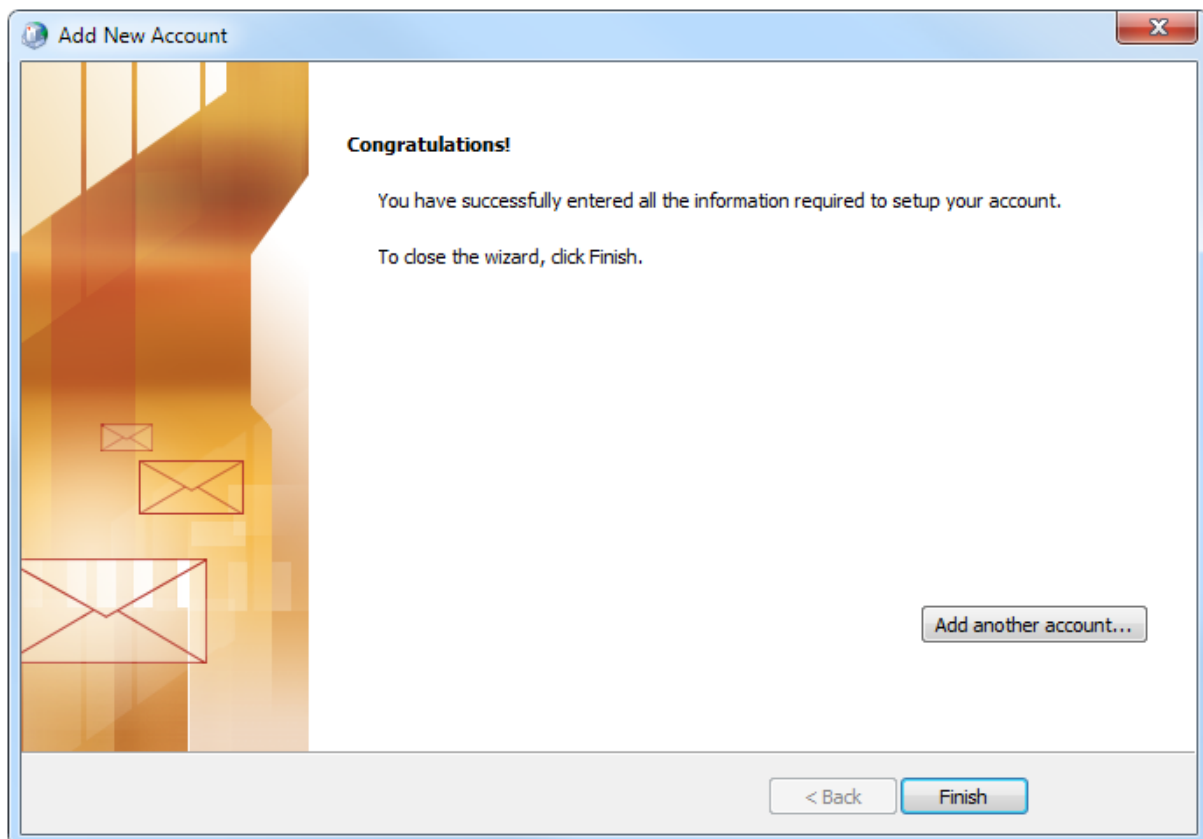


Click **Next**



The screenshot shows the 'Add New Account' wizard window. The title bar reads 'Add New Account' with a close button (X) on the right. The main content area is titled 'Server Settings' and contains the following text: 'Enter the information required to connect to Microsoft Exchange or a compatible service.' Below this, there is a prompt: 'Type the server name for your account. If you don't know the server name, ask your account provider.' The 'Server:' text box contains 'webmail.sun.ac.za'. Below the text box is a checked checkbox labeled 'Use Cached Exchange Mode'. Another prompt follows: 'Type the user name for your account.' The 'User Name:' text box contains 'brad@exchange.sun.ac.za', and a 'Check Name' button is to its right. At the bottom right of the main area is a 'More Settings ...' button. The bottom of the window features three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

Click **Finish** and **Close** on the next screen



The screenshot shows the 'Add New Account' wizard window at the 'Congratulations!' step. The title bar reads 'Add New Account' with a close button (X) on the right. The main content area features a decorative background on the left with three envelope icons. The text reads: 'Congratulations!' followed by 'You have successfully entered all the information required to setup your account.' and 'To close the wizard, click Finish.' At the bottom right of the main area is an 'Add another account...' button. The bottom of the window features two buttons: '< Back' and 'Finish'. The 'Finish' button is highlighted with a blue border.