New England College
Information Technology Tip Sheet
Access a Different Mailbox in Outlook

You need to be on an NEC owned and managed computer for these instructions to work. You also need to be granted rights (either by the user or by I.T.) to access a mailbox other than your own.

There are two ways to access a different mailbox: Permanently and temporarily.

Option 1: Permanently open another mailbox in outlook
Ensure you have Outlook open

1) In the “Tools” menu at the top…
   Click “Account Settings”

2) On the “Account Settings” window, click the “Change…” button (see right)

3) On the next popup click “More Settings…” at the bottom right of the window (see right)

4) On the next popup go to the advanced tab and click the “Add…” button (see right)

5) A box will appear. Type in and search for the name of the mailbox you wish to access other than your own

6) Click “OK” and/or “Close” on the remaining popups

7) The new mailbox will now appear at the bottom of the Outlook’s left side folder list

Option 2: Temporarily open another mailbox
Ensure you have Outlook open

1) In the “File” menu at the top…
   Click “Open” then “Other User’s Folder” (see right)

2) In the window that appears, enter name of the email box you want to access or click name to find in address book (see right)

3) Click “OK.”

4) This will open the mailbox in a new window

For any NEC technology needs visit http://www.nec.edu/helpdesk or contact us at helpdesk@nec.edu or 603-428-2350

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