



New England College

Information Technology Tip Sheet

Access a Different Mailbox in Outlook

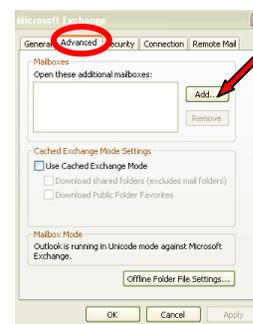
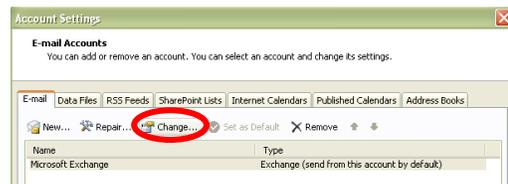
You need to be on an NEC owned and managed computer for these instructions to work. You also need to be granted rights (either by the user or by I.T.) to access a mailbox other than your own.

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

