New England College
Information Technology Tip Sheet
Access a Different Mailbox through Outlook Web App

If you have been given access rights to a mailbox other than your own, you can access it through Outlook Web App (OWA). This procedure does not require you to have the other accounts password. It works by providing your regular account special permissions to open the other account.

Step 1 –
> Log into Webmail as you usually would

Find webmail by clicking *MyNEC* on the left side navigation on the www.nec.edu homepage

You will see <u>your name</u> in the upper right corner of the webmail screen
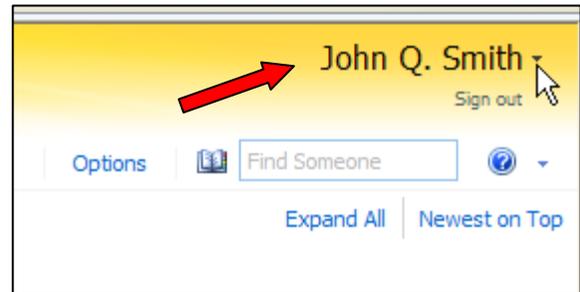
Step 2 –
Click the small "down arrow" next to your name.

You will see a box similar to the one on the right titled "Open Other Mailbox"

Enter the <u>username for the other mailbox</u> that you should have access to

Click "Open"
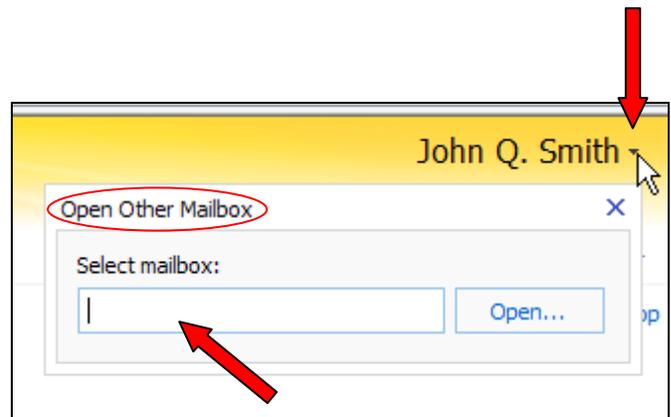
Additional Information
You can also take actions such as setting an out of office message by going into options for this other mailbox