

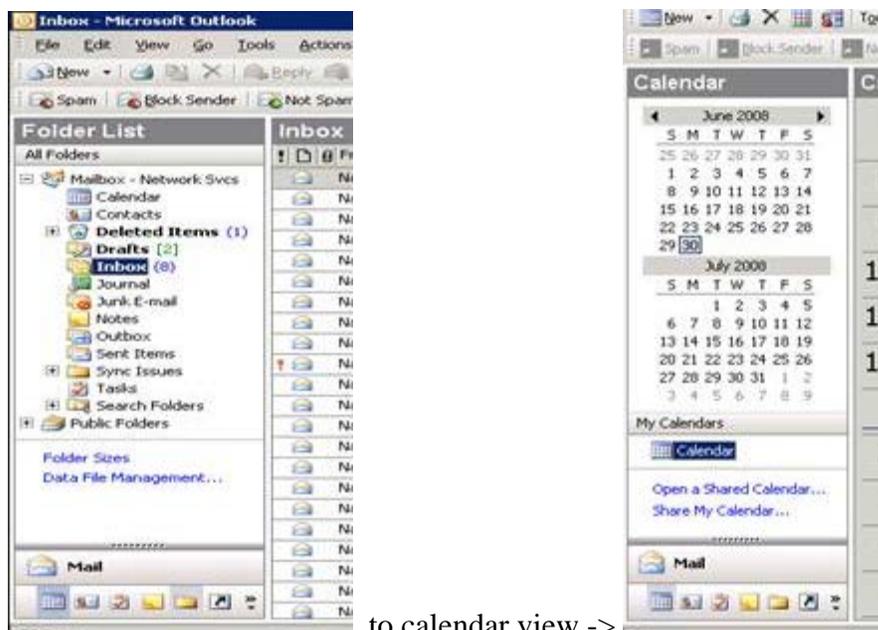
[How to access other mailboxes from your Outlook Client](#)

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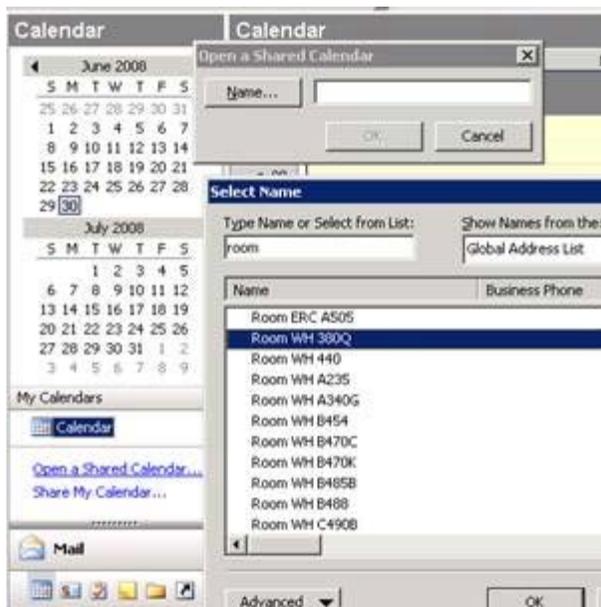
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Adding another Calendar to Outlook 2003

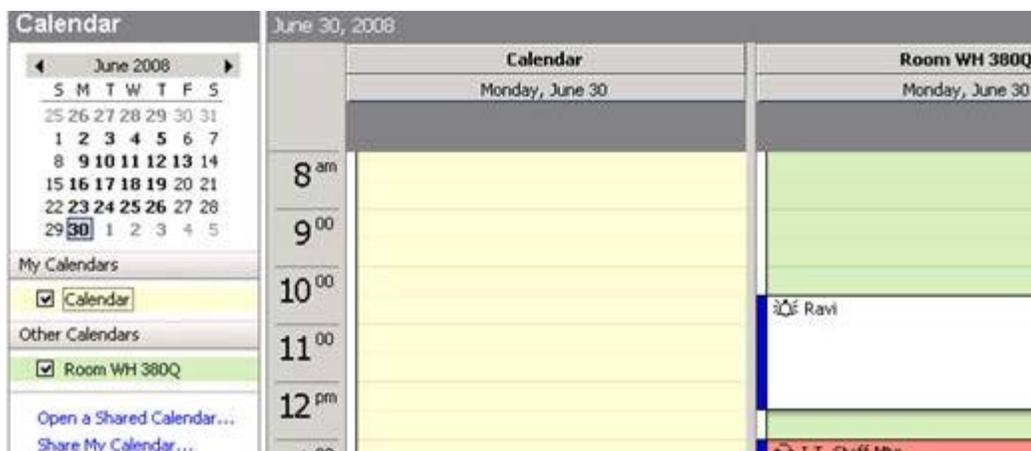
1. Open Outlook 2003
2. With the folder list showing on the left, click on the Calendar icon at the bottom to get the Calendar view



3. Click on Open a Shared Calendar, a window will appear
4. Click on the Name button, then select the calendar's mailbox from the Global Address Book. You can also type in the name of the mailbox instead of doing a GAL search. Click OK, then OK again, after the name appears in the Open a Shared Calendar window. You will only have to add a calendar once.



5. The two calendars now appear side by side. On the left, the added calendar appears under the section "Other Calendars". Note the checkbox. Checking and un-checking this box will add and remove this calendar from your Outlook calendar view. If you have several calendars you need to monitor, this is the method you use to keep your view uncluttered.



6. Once you add a calendar, it will remain listed until you right click on the calendar listed and select "Remove from Other Calendars"



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2. Add/Remove another Mailbox to Outlook 2003

1. Open Outlook
2. Go to the Tools Menu
3. Select E-mail Accounts (near the bottom of the menu)
4. Select View or change existing e-mail accounts, click Next.



5. With Microsoft Exchange Server highlighted, click on Change.



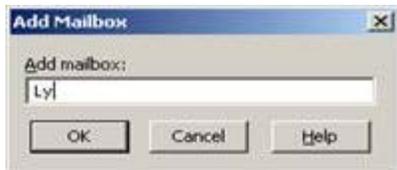
6. Click on More Settings



7. Click on the Advanced Tab



8. Click the Add button to add a mailbox or highlight an existing mailbox, then click Remove to remove it.



9. In the Add Mailbox window, type in the name of the mailbox. If you don't remember the full name, typing in a partial entry will bring up a list. Ex. John will bring up all mailboxes with these consecutive four letters. Select the mailbox.



10. Click OK or Next until you are done (Finish)



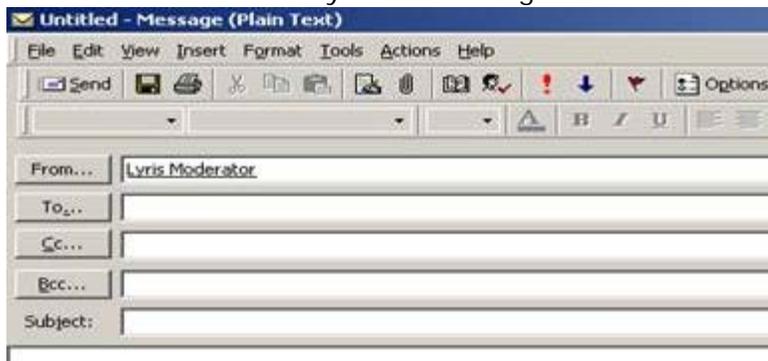
11. The additional mailbox will now appear under the Outlook folder list.

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3. "Sending As" another user

1. Make sure you have "send as" rights to the mailbox from which you wish to send a message.
2. Open Outlook.
3. Open a New Message.

4. In Outlook 2003, Go to the View Menu or if you are using Word as your email editor, click the down arrow next to Options. If you are using Outlook 2007, then in a new message window, click the Options tab and click on the Show From to add the From field.
5. Select From Field (you only have to do this once, the From Field will display for all new messages until you de-select it.).
6. Place the account name you are sending as in the From Field.



7. Go through normal procedure to send a message.

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4. Opening another folder as a Window.

1. Make sure you're in Outlook (looking at your email)
2. Click on the File Menu
3. Highlight Open
4. Click on Other User's Folder
5. This window will appear:



6. Select the Calendar folder and type in the name of the account or click the Name button to pick it from a list so the window looks like the one below.



7. Click OK.
8. The calendar for the room will now show up.
9. You only have to do this once. After this, when you click on the File menu and highlight Open, Room WH 370P will appear on the list on the right. Select it and the calendar will come up.

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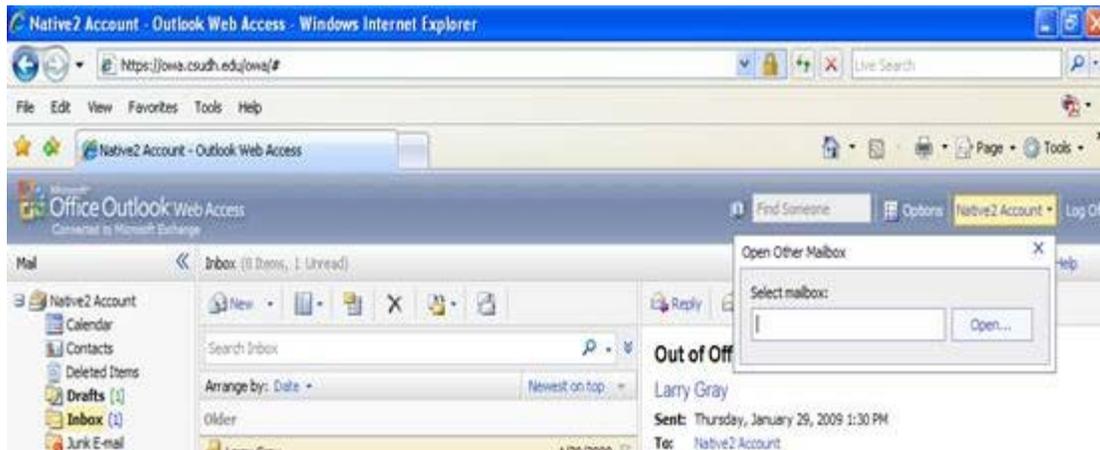
5. Accessing another mailbox in OWA.

If you have full access to a mailbox other than your own, you can use Outlook Web Access to open that mailbox. To use

this feature, you must first already be logged on to Outlook Web Access by using your own account.

To open another mailbox

1. Click your name in the upper right corner of the window to open the **Open Other Mailbox** dialog box.



2. Enter the name or alias of the mailbox that you want to open.
3. If more than one match is found, Outlook Web Access displays a list of possible matches.
4. Click the name of the mailbox that you want to open.

The mailbox opens in a new window.

If you do not have permission to open the mailbox, the new window displays the following message, "You do not have permission to open this mailbox. Contact technical support for your organization for access or for more information."

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