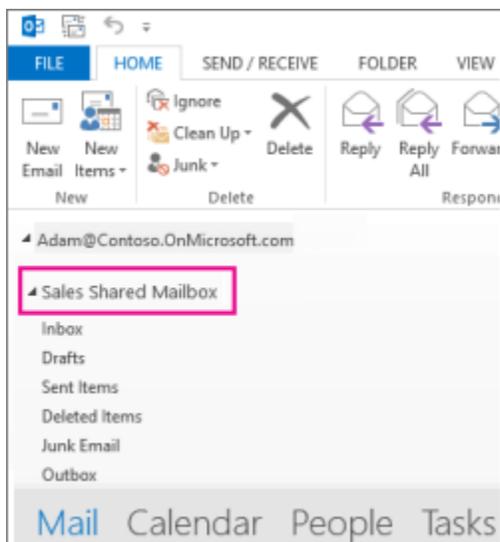# Microsoft Office 365

## Microsoft Outlook 2010, 2013 & 2016- Adding another mailbox

- When you have permission to a shared mailbox it will automatically be available in the folder pane in Outlook.  In Outlook if you would like all the sent items for the secondary mailbox to show up in the sent items of the source mailbox when you "Send-As" then follow the instructions below.



- If you want to have "Send-As" permissions the Email administrator will need to first grant you "Send-As" permissions to that mailbox and then you can "Send as" with no issues. If, however you want to "Send-As" and have that sent email show up in that source mailbox (that is, not your own mailbox) you'll have to proceed with the below steps to add a secondary mailbox to your Outlook.

**Step 1**  To add another mailbox to your existing mailbox, in your Outlook 2010 or Outlook 2013, go to the top "File" tab and chose "Account Settings". Chose the first option on the list, "Account Settings".

**Step 2**  A new box comes up called "Account Settings". Click on the "New…" item and then in the new box called "Add Account", put in the name of the mailbox you wish to add and the email address. The name is not as important as the email address is- this is what will connect you to the mailbox you wish to add.

- DO NOT type in any password at this point. We'll input it later.

**Step 3**  The search process begins as Outlook finds the new mailbox you wish to add. When it comes up, it will prompt you for a username and password. Enter in your full email address and password since you have permissions to the source mailbox.  Once you enter your information click on **OK.**

**Step 7**  Then click OK and the "Finish" button on the lower right. Outlook brings up a prompt that "You must restart Outlook for these changes to take effect". Shut down Outlook and then restart Outlook.

**Step 8**  When Outlook restarts you'll now have the secondary mailbox showing in your Outlook folder list, and the settings for this in the Outlook "Account Settings" will show up.

# Add another person's mailbox to your folder list in Outlook Web App (webmail)

After you complete this procedure, the person's mailbox for which you have been provided access to will display in your Outlook Web App folder list every time you open Outlook Web App.

1. Log in to your mailbox using Outlook Web App.
2. Right-click your name in the folder list, and click **Add shared folder**.
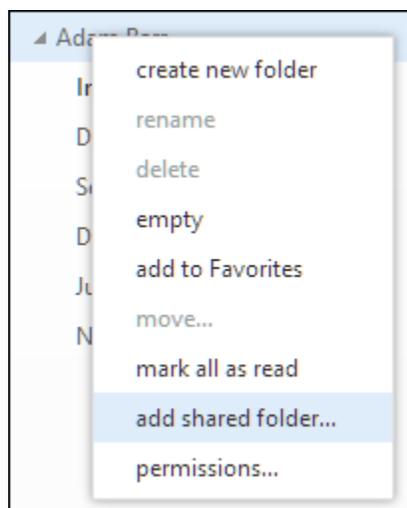


3. In the **Add shared folder** dialog box, type the name of the mailbox that you have been provided access, and click **Add**.
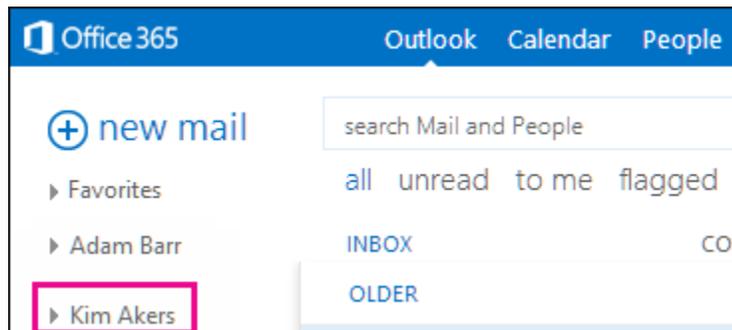
add shared folder

Enter the name or email address of a user who has shared folders with you.
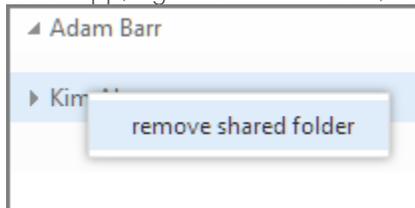
Kim Akers

add | cancel

4. The mailbox appears in your Outlook Web App folder list.



If you have only been provided access to specific folders in the other user's mailbox, you will only see the folders for which you have been granted access.
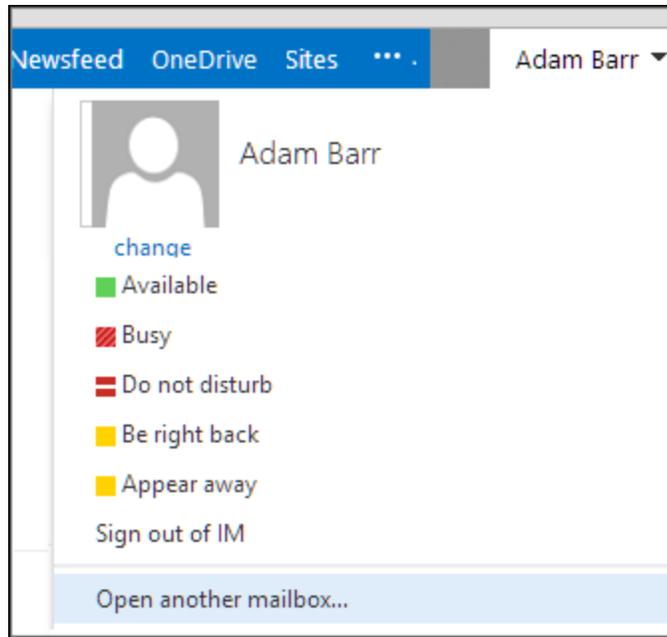
If you decide that you no longer want to see the other person's mailbox every time you open Outlook Web App, right-click the folder, and click **Remove shared folder**.
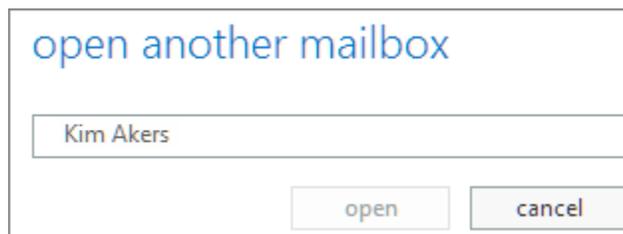


# Open another person's mailbox in a separate browser window in Outlook Web App

If you do not want to add the other person's mailbox to your folder list in Outlook Web App, you can open the other person's mailbox in a separate browser window.

1. Log in to your mailbox using Outlook Web App.
2. In the Navigation bar on the top of the Outlook Web App screen, click on your name. A drop-down list will appear. Click **Open another mailbox**.

3. Type the email address of the other mailbox that you want to open, and click **Open**.



4. **The other person's mailbox opens in a separate Outlook Web App browser window.**

If you have only been provided access to specific folders in the other user's mailbox, you will only see the folders for which you have been granted access.
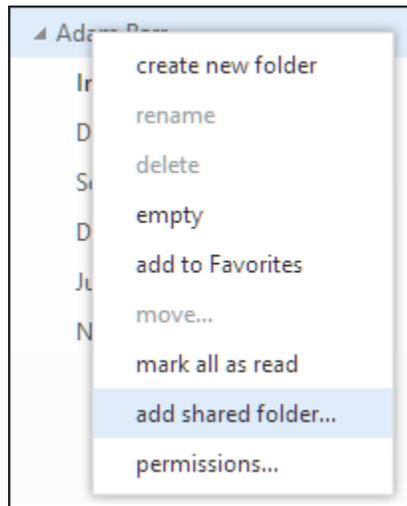
**Tip:** If the mailbox you have been provided access is one that you need to access often, you can make the mailbox display in your folder list for your Outlook Web App mailbox. To do this, see Add another user's mailbox to your Outlook Web App folder list earlier in this article.

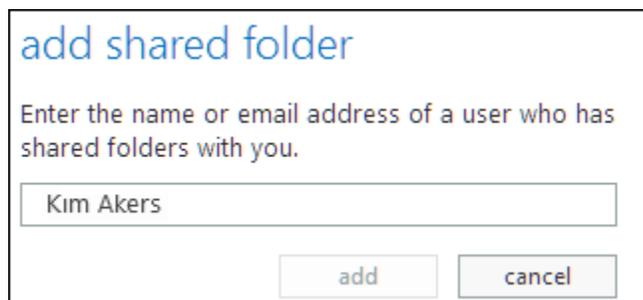# Add another person's mailbox to your folder list in Outlook Web App - Webmail

After you complete this procedure, the person's mailbox for which you have been provided access to will display in your Outlook Web App folder list every time you open Outlook Web App.

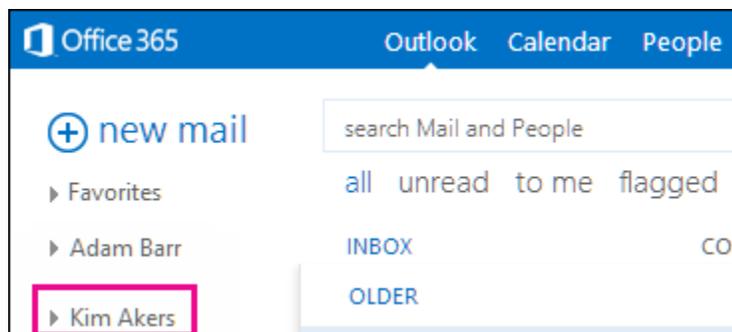1. Log in to your mailbox using Outlook Web App.

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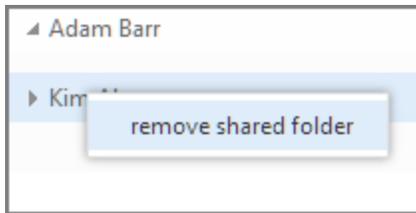


4.  The mailbox appears in your Outlook Web App folder list.



If you have only been provided access to specific folders in the other **user's mailbox, you will only see the folders for which you have been** granted access.

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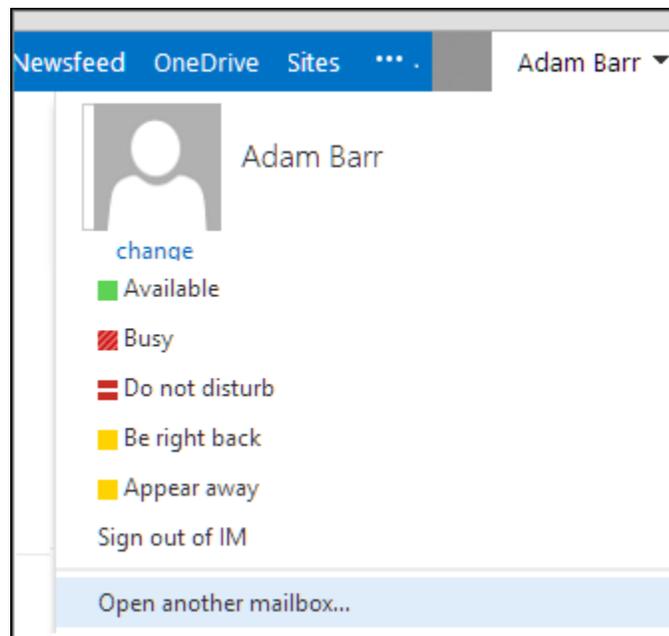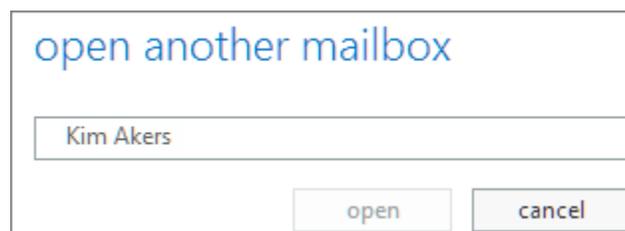
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If you have only been provided access to specific folders in the other user's mailbox, you will only see the folders for which you have been granted access.

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