

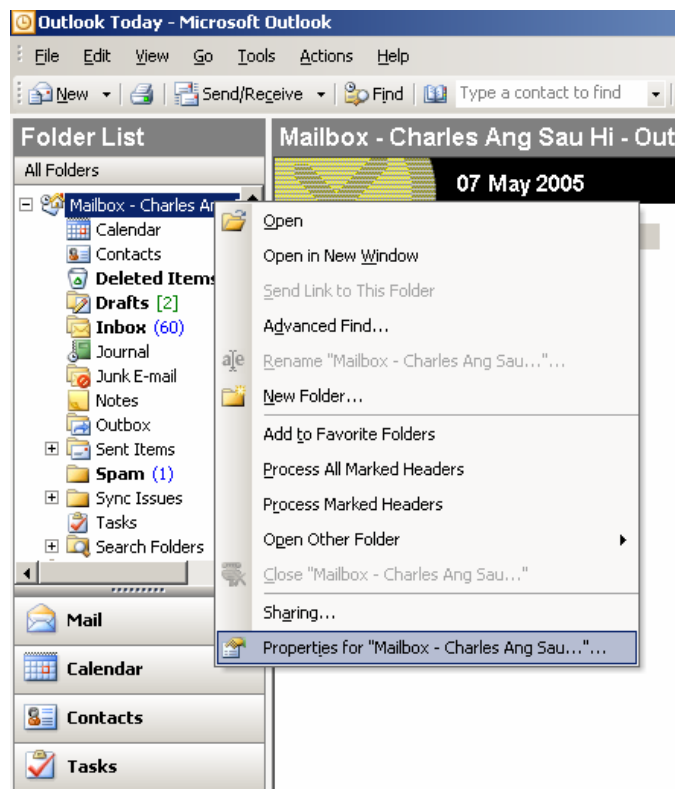


# How to have two mailboxes in Outlook 2003

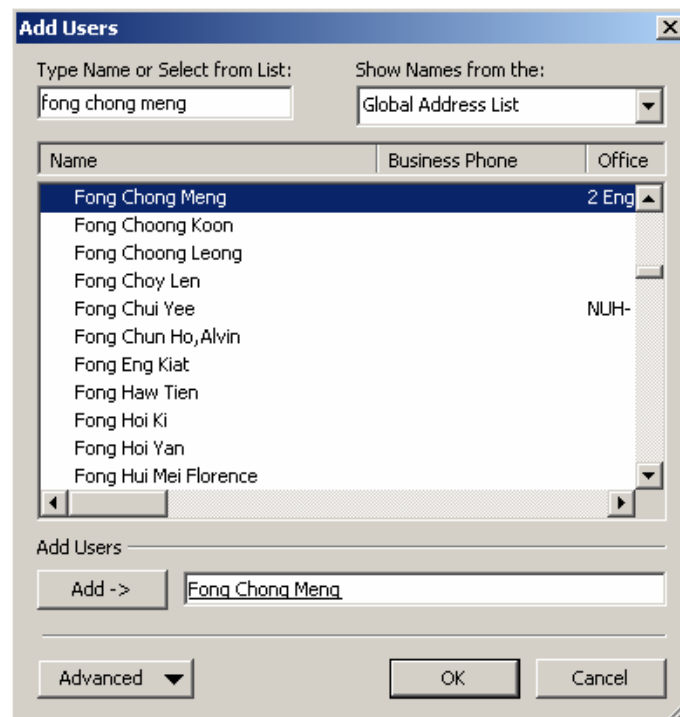
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## How to have two mailboxes in Outlook 2003

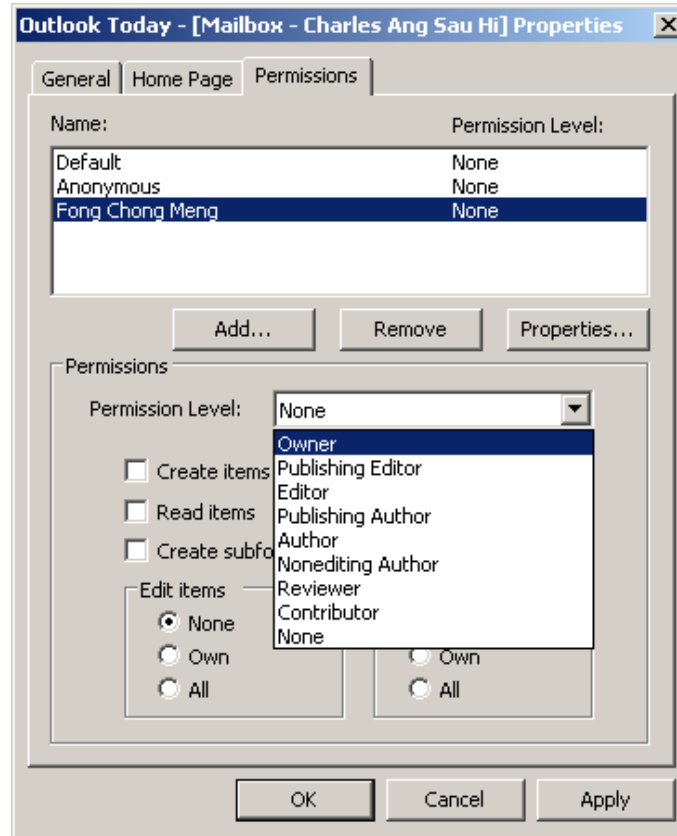
- 1) Log on to Outlook 2003 with your account that you wish to share out.  
Right click on **Outlook Today** and click on **Properties for "Mailbox – Your Name..."**



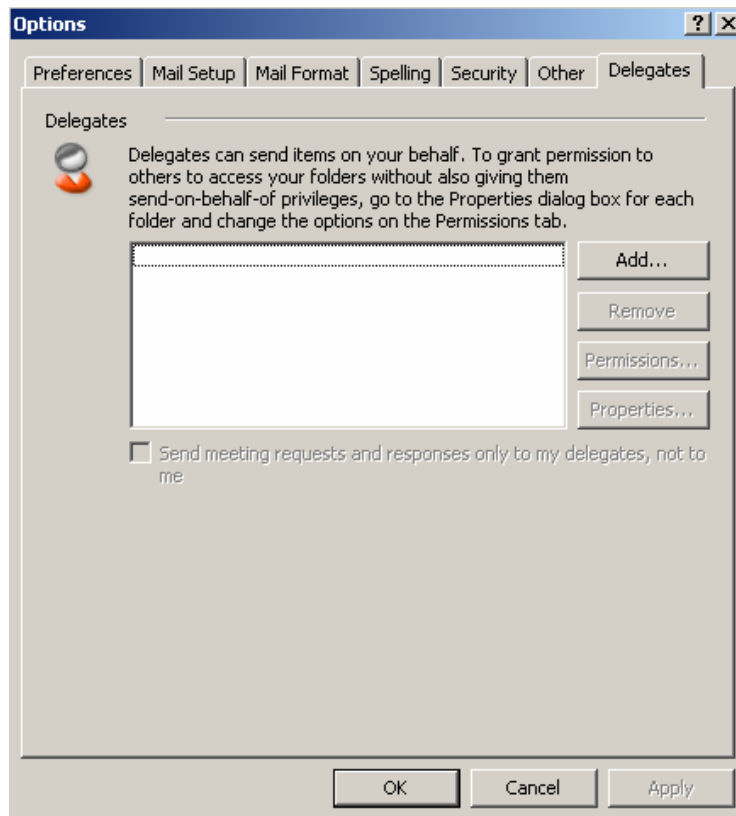
- 2) Click on **Permissions** → **Add...**  
Type your other account name, click **Add** and **OK**



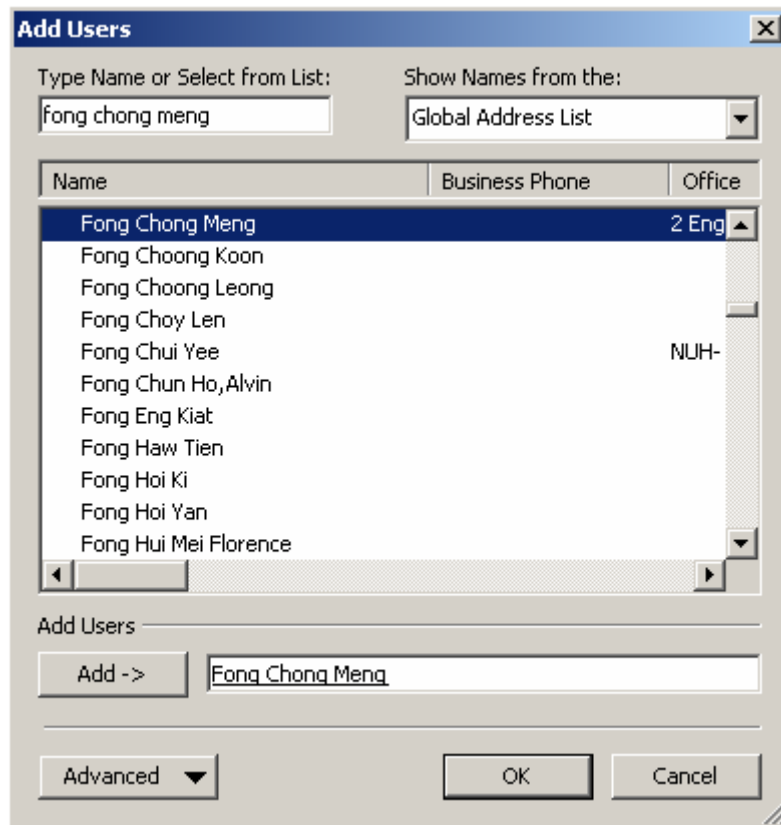
- 3) Add your other account as Owner of this current mailbox and click **OK**.



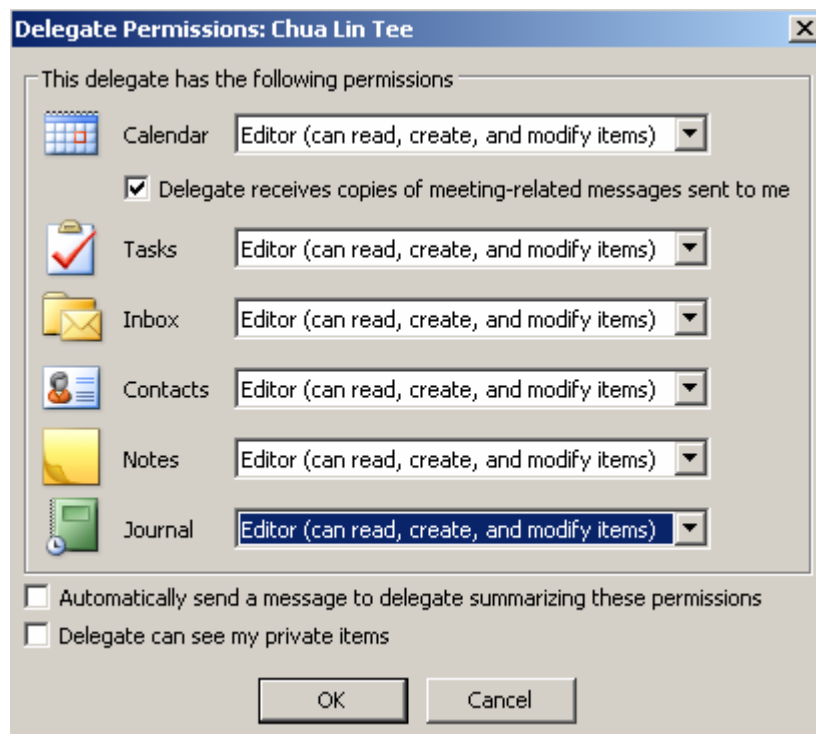
- 4) Click **Tools** → **Options** → **Delegates** and click on **Add...**



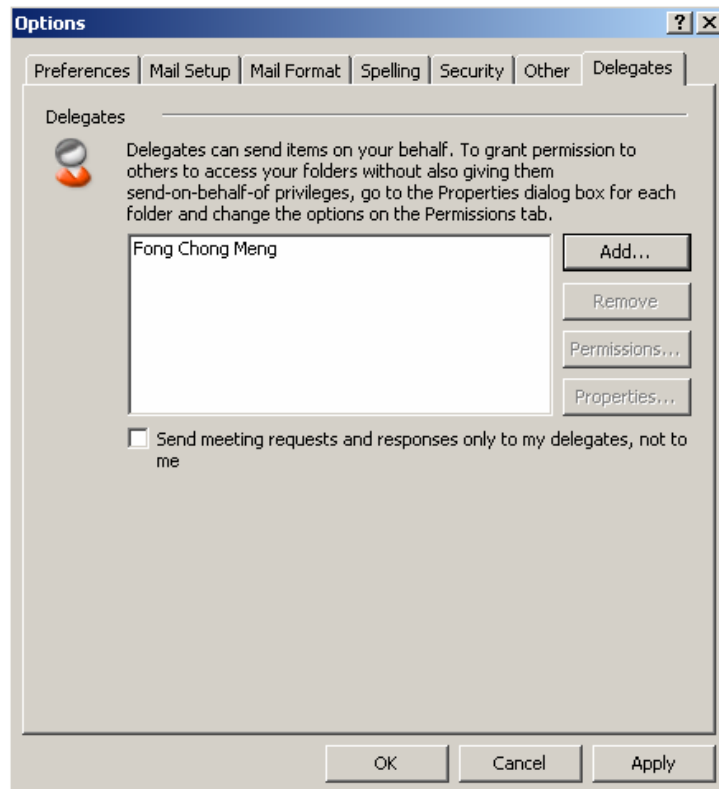
- 5) Type your other account name/ user ID and click **Add**



- 6) Delegate permissions to the other mail account as Editor and click **OK**

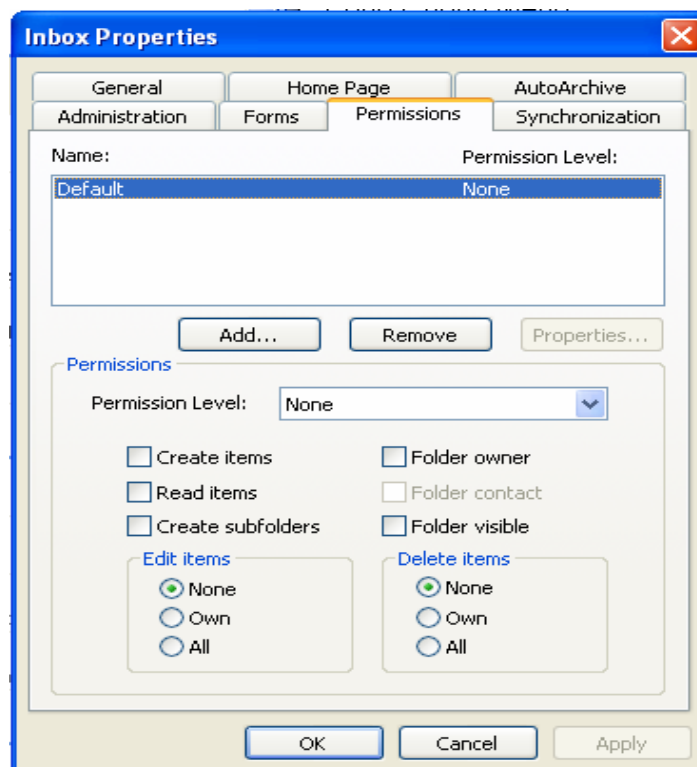


- 7) Click **Apply** and **OK**

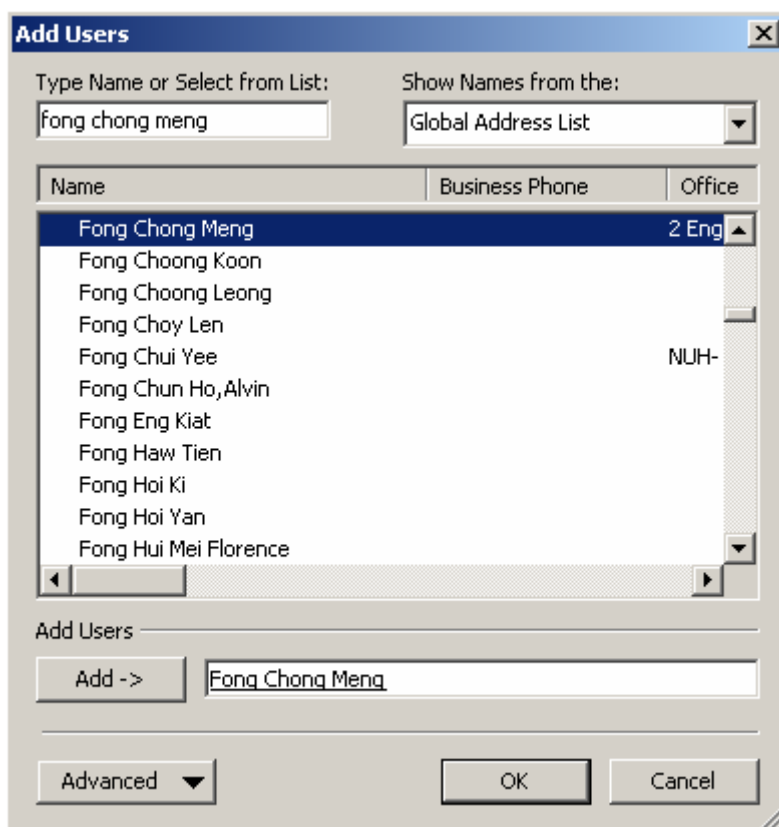


- 8) Right click on your mailbox **Inbox** folder and click **Properties**.

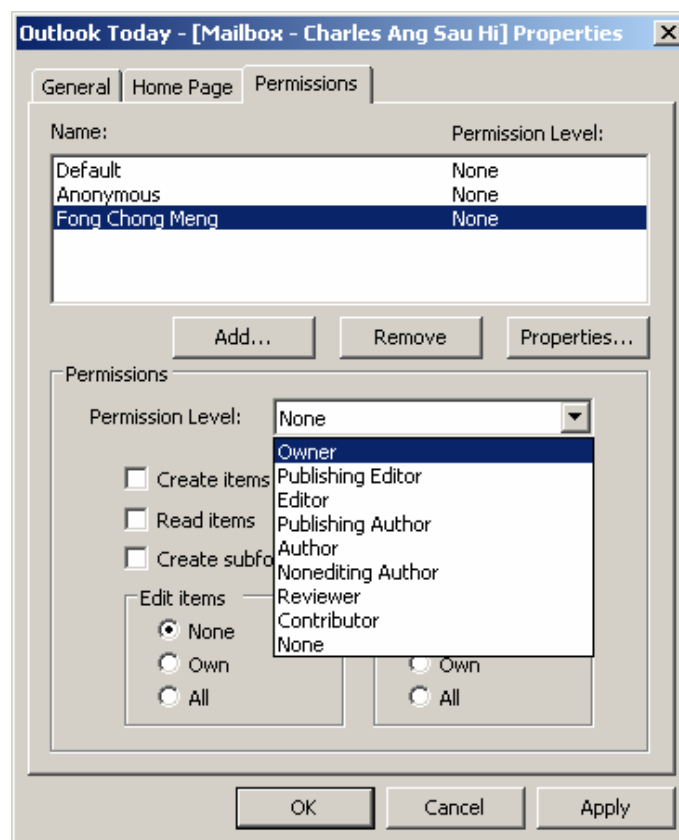
- 9) Click on **Permissions** → **Add**.



- 10) Type your other account name and click Add.

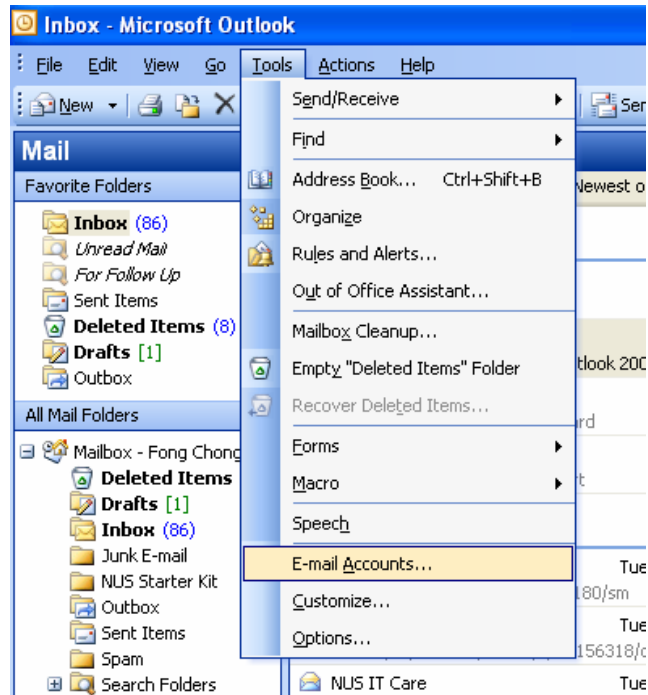


- 11) Add your other account as Owner of this current mailbox and click OK.

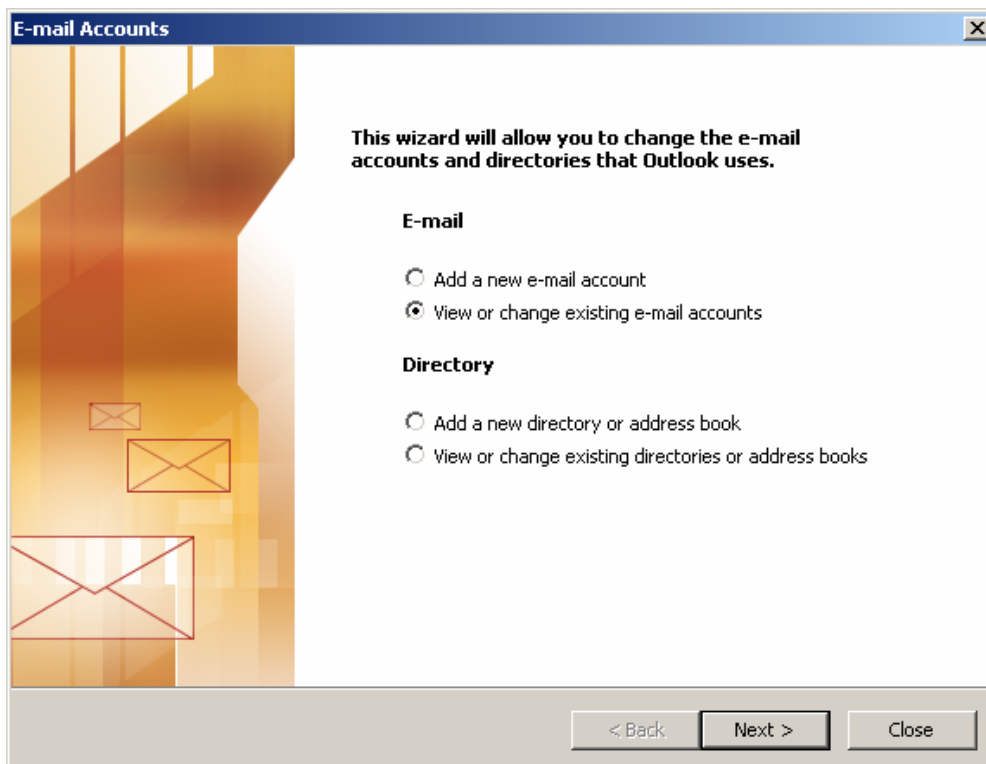


- 12) Once done, Exit and logoff your current mailbox and logon to your other mailbox.

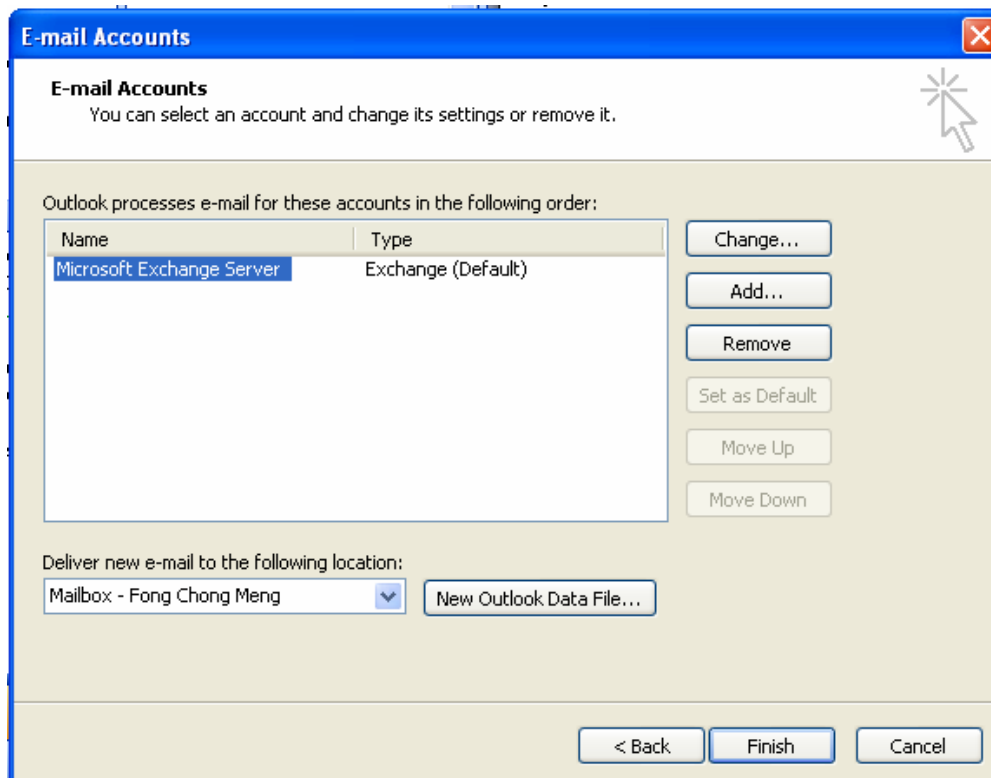
- 13) Click on **Tools** → **Email Accounts...**



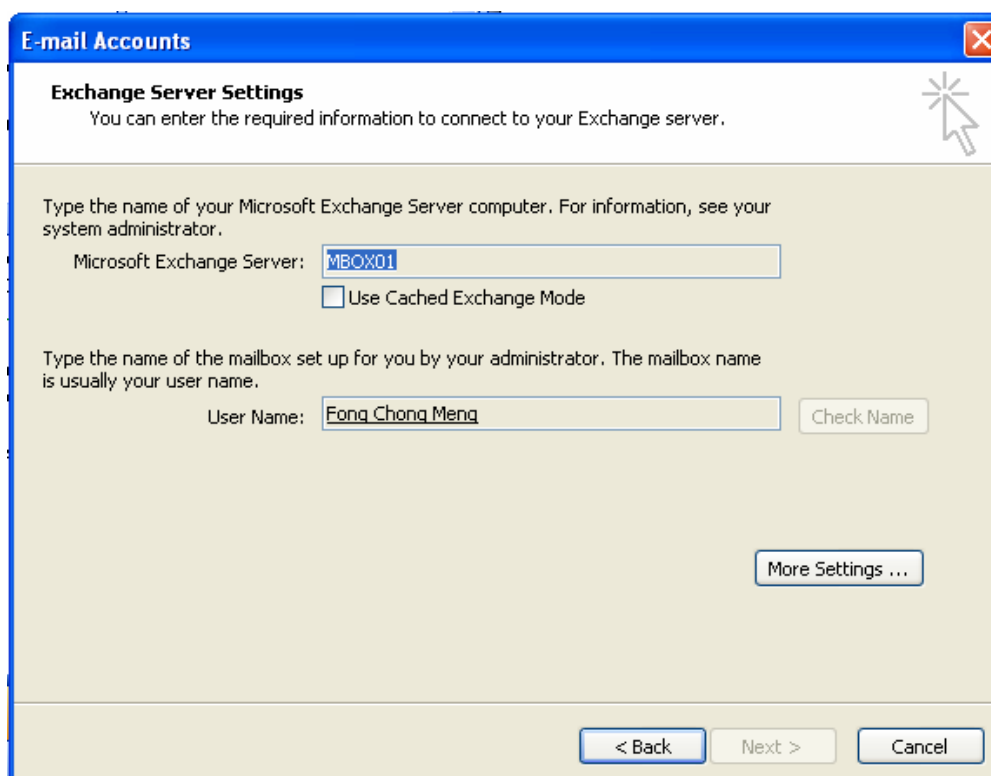
- 14) Check **View or change existing e-mail accounts** and click **Next**



- 15) Click on **Change**

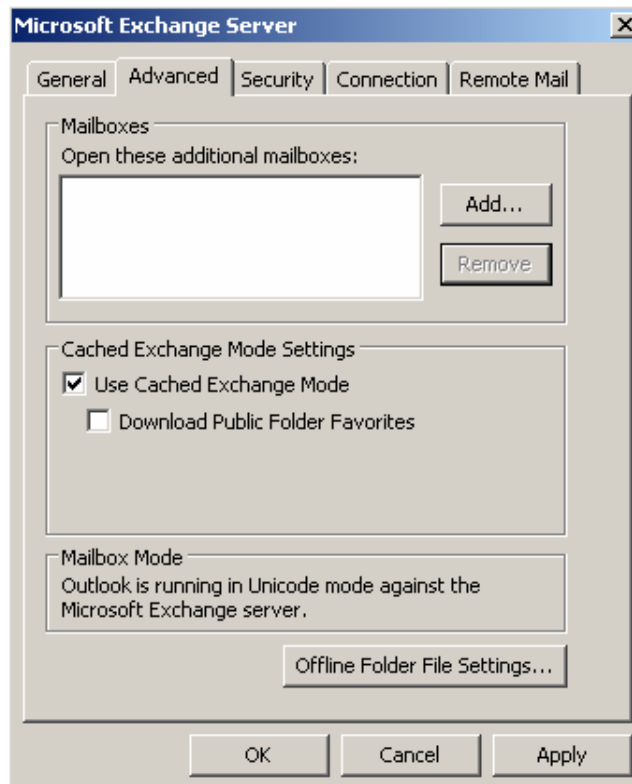


- 16) Click on **More Settings ...**



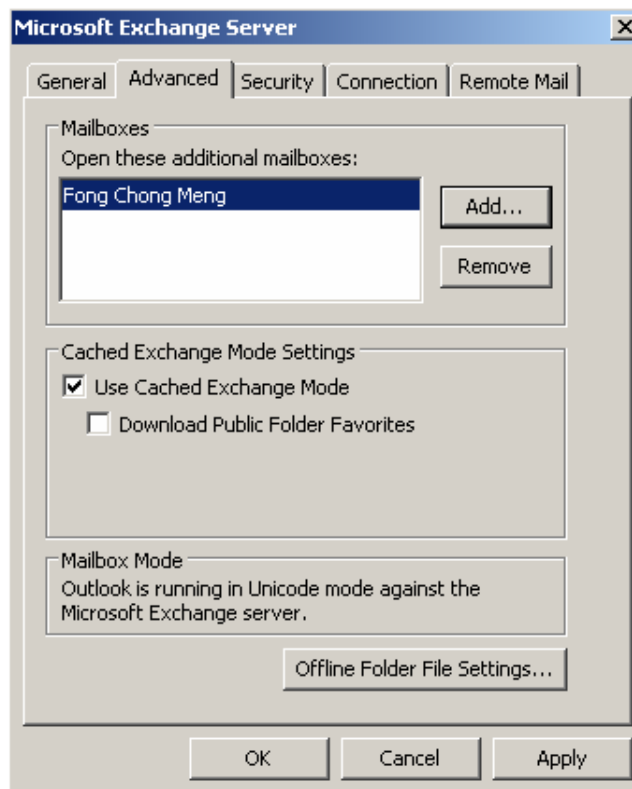


- 17) Click on **Advanced** and **Add...**



- 18) Type in your other mailbox name and click **OK**.

- 19) Click **OK** to accept the changes



- 20) Once done, you should see 2 mailboxes in your Outlook 2003 (Charles Ang Sau Hi and Fong Chong Meng)

