



Microsoft Outlook 2007

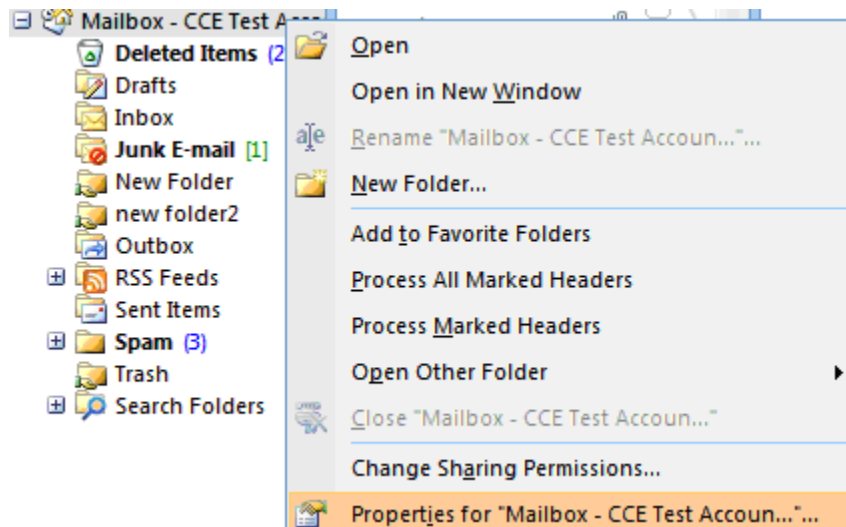
How to view two mailboxes in Outlook

A. Introduction

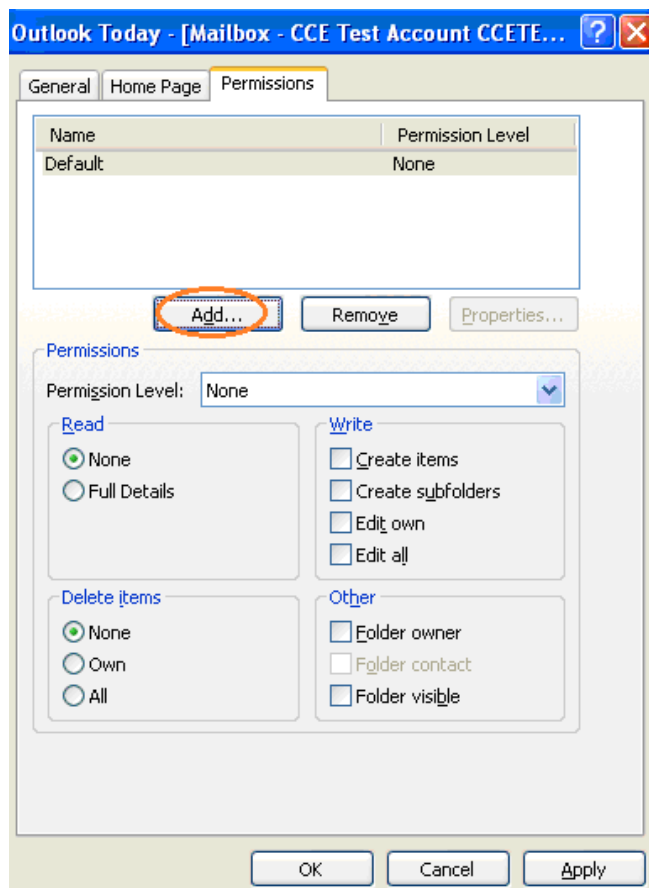
This document shows the step by step instructions on how to configure your Outlook 2007 to view another person's mailbox.

B. Granting the permissions and delegation

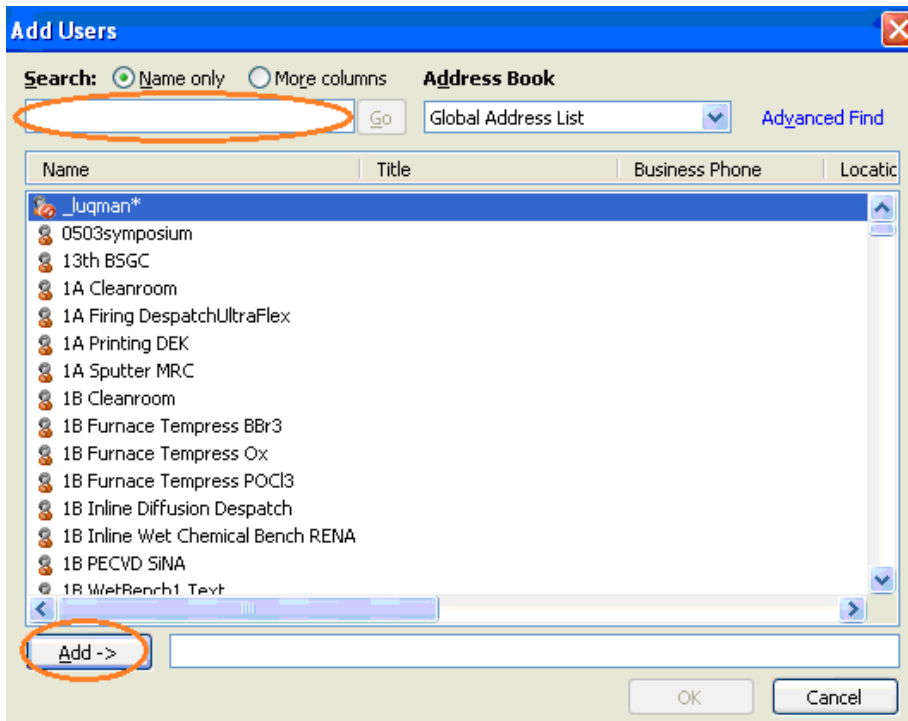
1. From the other person's Microsoft Outlook 2007, right-click on the top-level **Mailbox** and select **Properties...**



2. Click on **Add...**

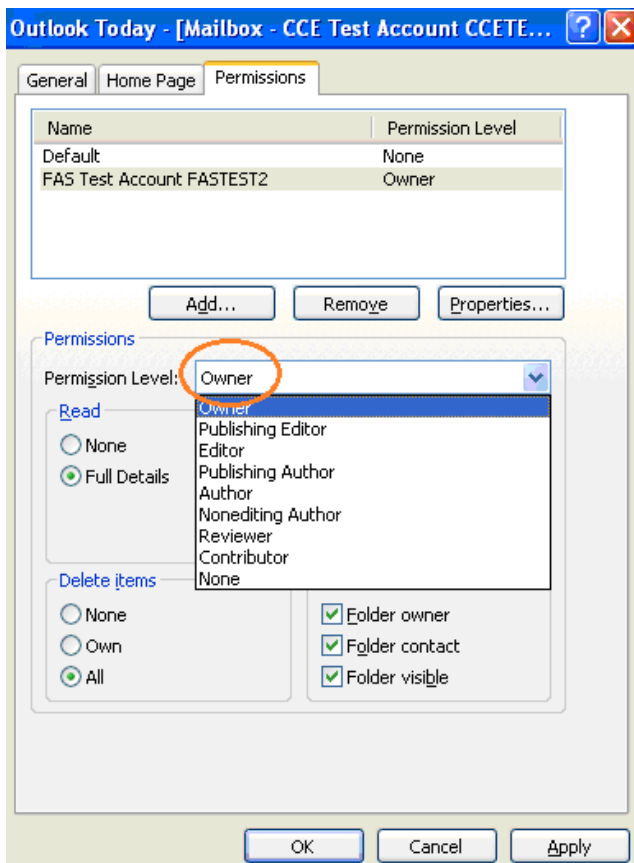


3. Search for your own name which this mailbox would be shared to. Then click **Add**, followed by **OK**.



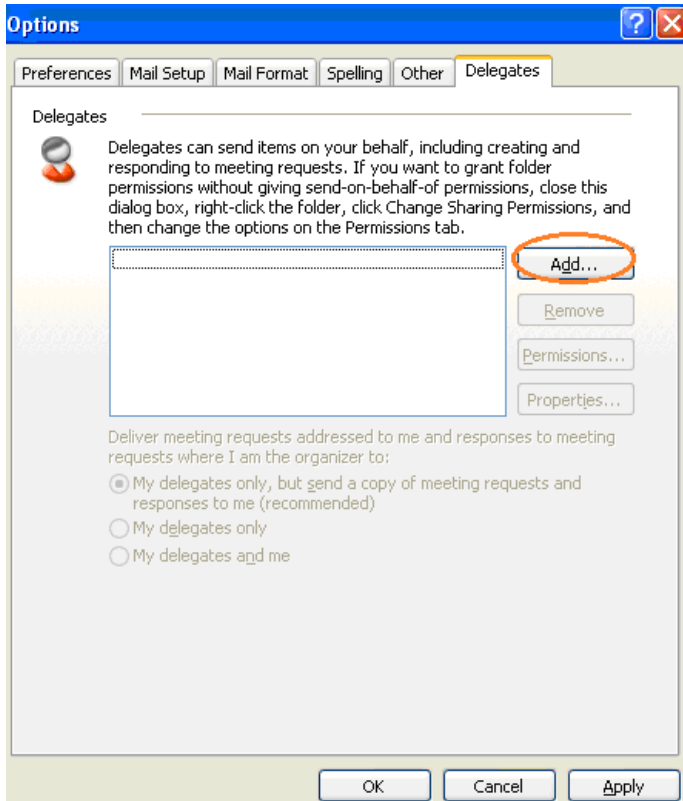
4. Once added, select the appropriate permission level.

If you need full rights to manage this mailbox, select "Owner". Click **OK**.

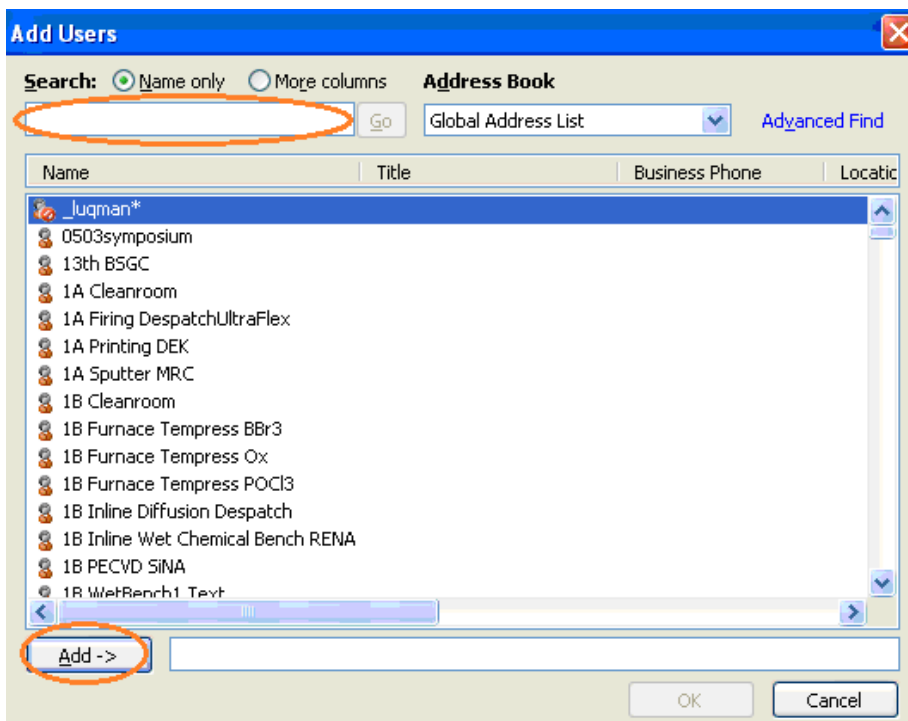


5. From Outlook 2007, click on **Tools > Options**

6. Under **Delegates** tab, click on **Add...**



7. Search for your own name. Then click **Add**, followed by **OK**.

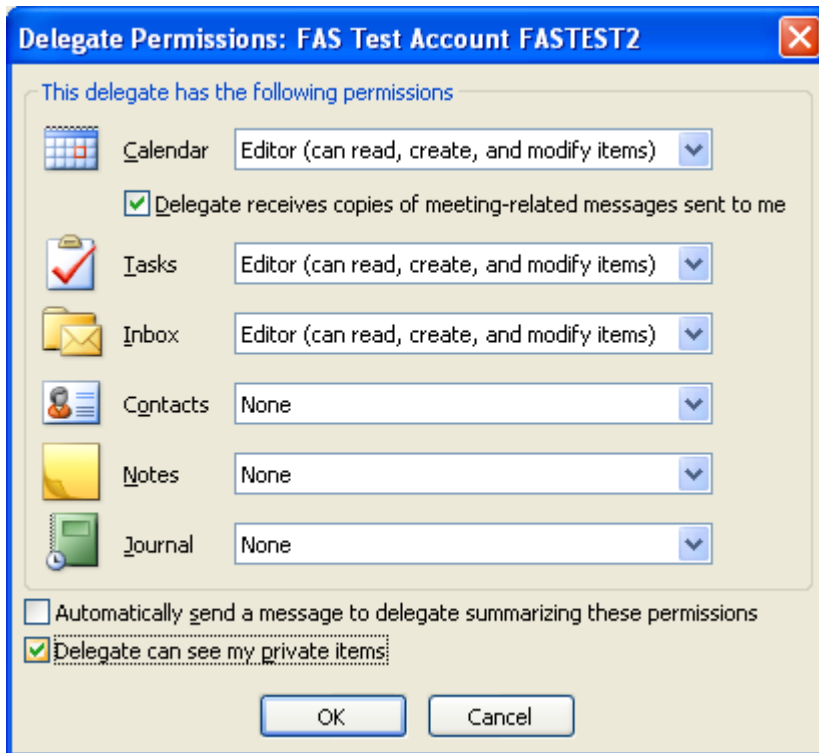


8. Select the appropriate permissions for the various folders which you need to access.

Select **Editor** if you need the full rights to manage the mailbox.

Tick on **Delegate can see my private items** if you need to view private emails send to the other person.

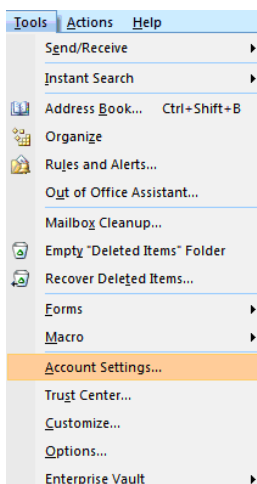
Click **OK**.



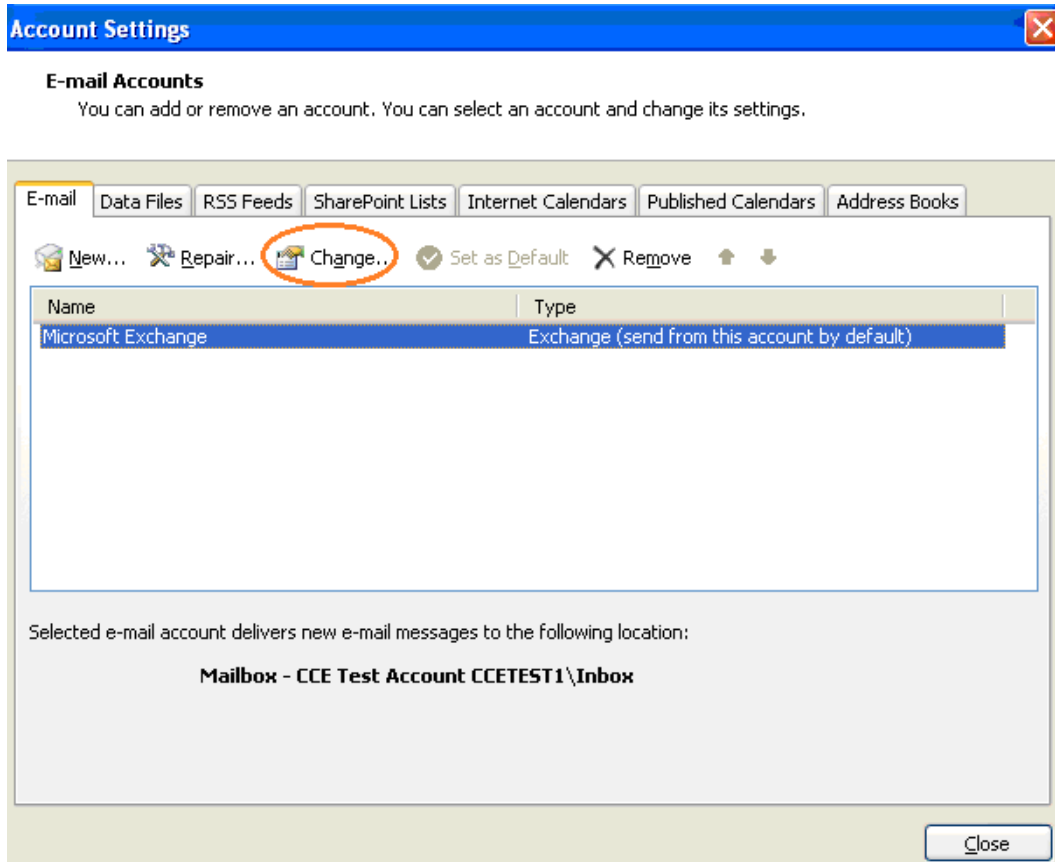
9. Click **OK** again and you are done with the permissions and delegation setting on the other person's mailbox.

C. Adding the additional mailbox in your Outlook

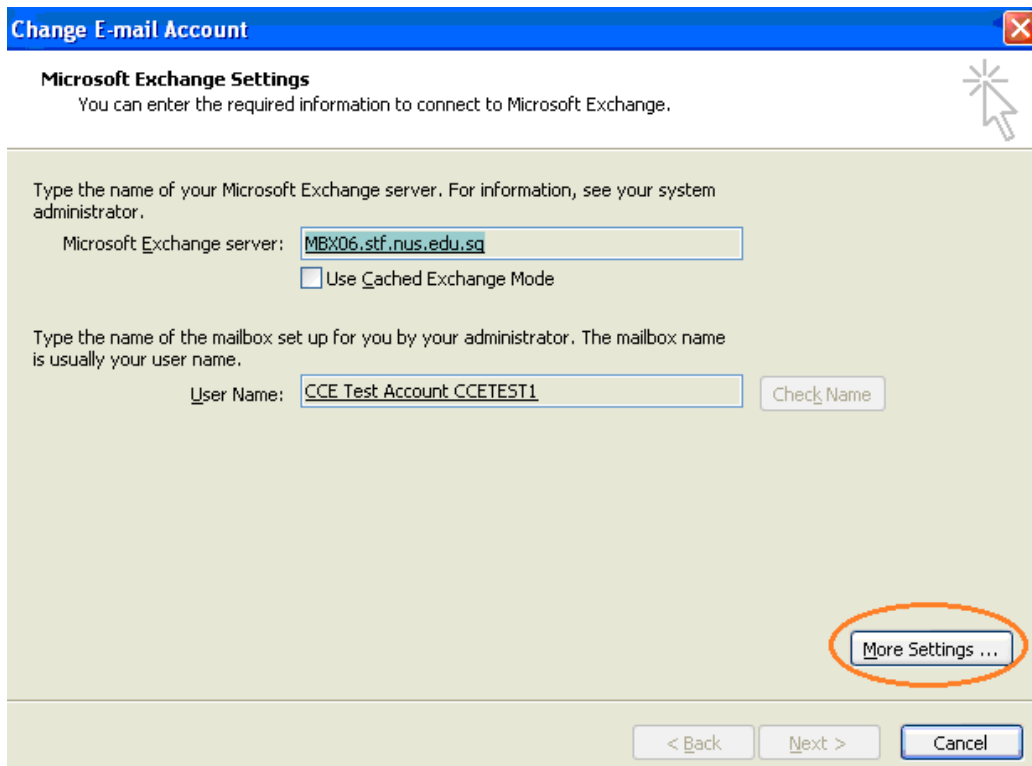
1. From your own Outlook 2007, click **Tools > Account Settings...**



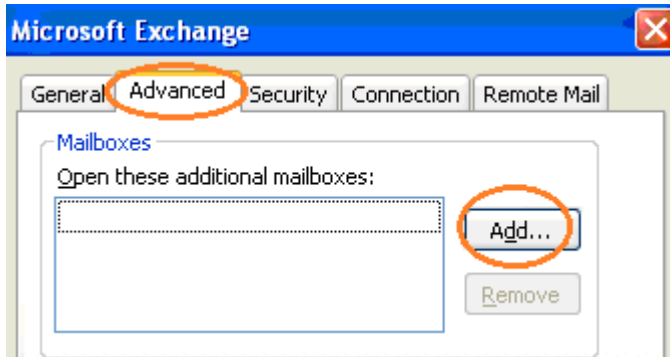
2. Click on **Change..**



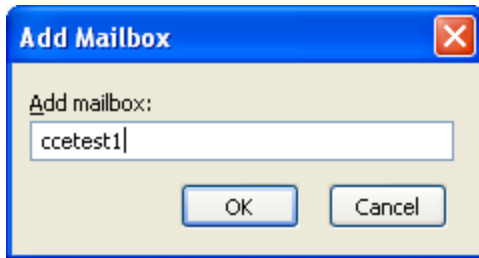
3. Click **More Settings...**



4. Under the **Advanced** tab, click **Add...**



5. Enter the other person's mailbox name, which is also the NUS user name. Click **OK**.



6. Click **OK > Next > Finish**.

7. You could now view the other person's mailbox as one of the folders in your own Outlook.