

Adding another user's mailbox to your Folder List

Although you can add another user's mailbox to your Folder List without having any permissions for that person's mailbox, you will not be able to open the calendar or folders unless the owner has given you at least the "Reviewer" permission level.

To add another user's mailbox to your Folder List:

1. In Outlook 2016 or 2013, from the **File** tab, select **Account Settings**, and then click **Account Settings**. Click to highlight your district email address, and then click **Change**. Then, click **More Settings**....

In Outlook 2010, from the **File** tab, select **Info**, and then **Account Settings**. From the drop-down list, select **Account Settings**.... Highlight **Microsoft Exchange**, and then click **Change**. Then, click **More Settings**....

2. Click the **Advanced** tab, and then click **Add**.... This lets you add mailboxes to your Folder List.
3. In the "Add Mailbox" field, enter the username (or full name in **lastname, firstname** format) of the person whose mailbox you have permission to access.
4. Click **OK**, **Next**, and then **Finish**. You should now see the other person's mailbox in your Folder List with the shared folders listed beneath that mailbox. If you can't see the Folder List, select **View**, and then **Folder List**. If you cannot expand the folders in the other person's mailbox, check with the mailbox owner to determine whether you have permission to access the folder you're trying to open.