

Opening another user's calendar or mailbox folders on demand

This method allows you to open one of the primary mailbox folders (i.e., [Calendar](#), [Contacts](#), [Inbox](#), [Journal](#), [Notes](#), or [Tasks](#)) in a separate window that will not reappear the next time you start Outlook:

1. In Outlook 2016 or 2013, from the [File](#) tab, select [Open & Export](#), and then [Other User's Folder](#)....

In Outlook 2010, from the [File](#) tab, select [Open](#), and then [Other User's Folder](#)....

2. In the "Open Other User's Folder" window, type the other person's username, or click [Name...](#) to select the person's name from the Address Book.
3. From the drop-down list, select the folder you wish to open. If that folder is not listed, the only way you can access it is to [add the other user's mailbox to your Outlook Folder List](#).
4. Click [OK](#) or [Open](#). The folder should open in a new window.

If you receive an error message about permissions, check with the mailbox owner to determine whether you have permission to access the folder you're trying to open.