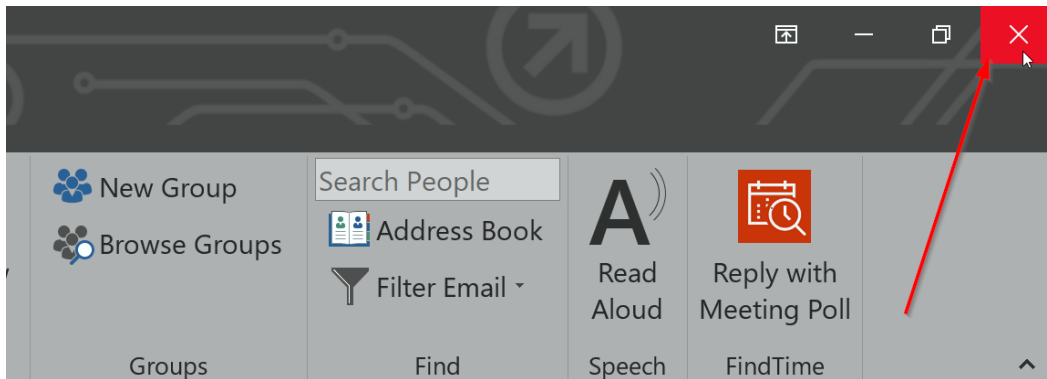


## Accessing Delegated Mailboxes

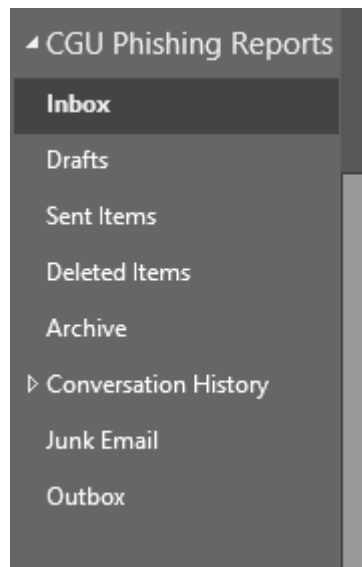
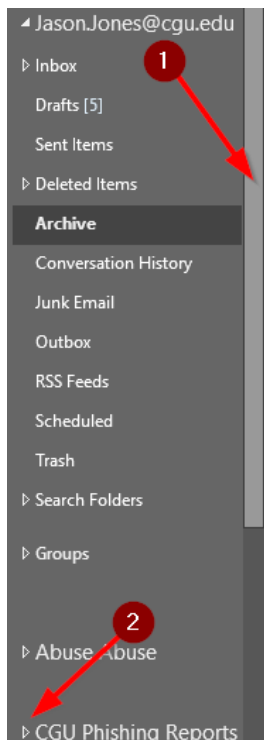
### Outlook for Windows

If you have been granted access to another mailbox please follow these steps to read emails for the inbox, and if the additional permission is granted, to send emails as that mailbox.

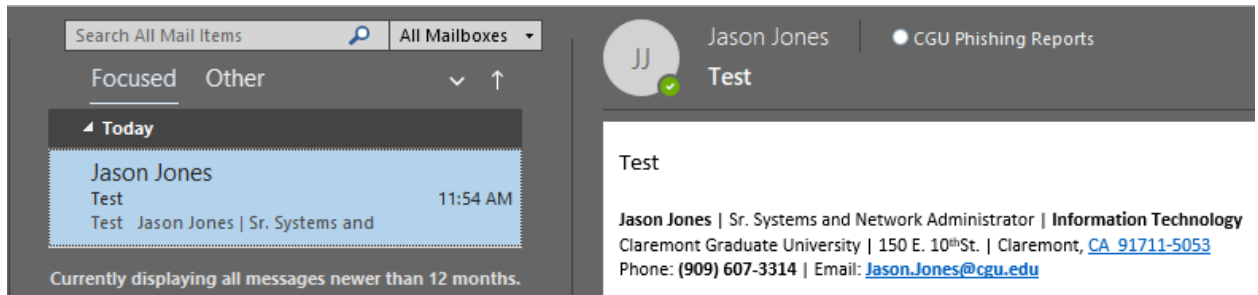
1. First restart Outlook and make sure to close any additional Outlook windows. You can also restart your computer.



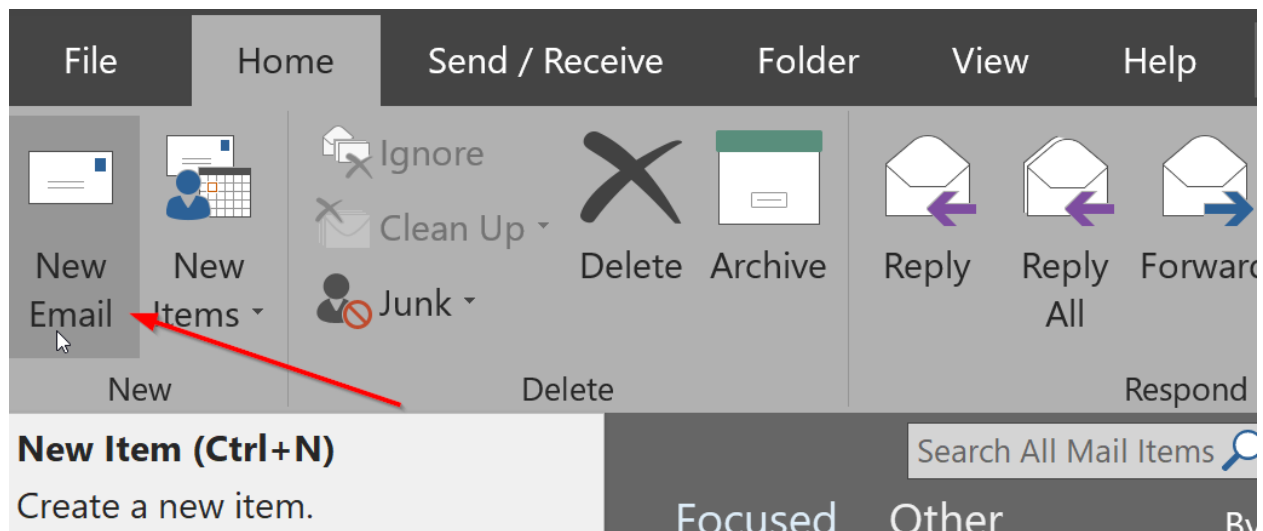
2. After restarting the mailbox will be available underneath your own. You may need to scroll down if you have many folders. Expand the mailbox you need to access.



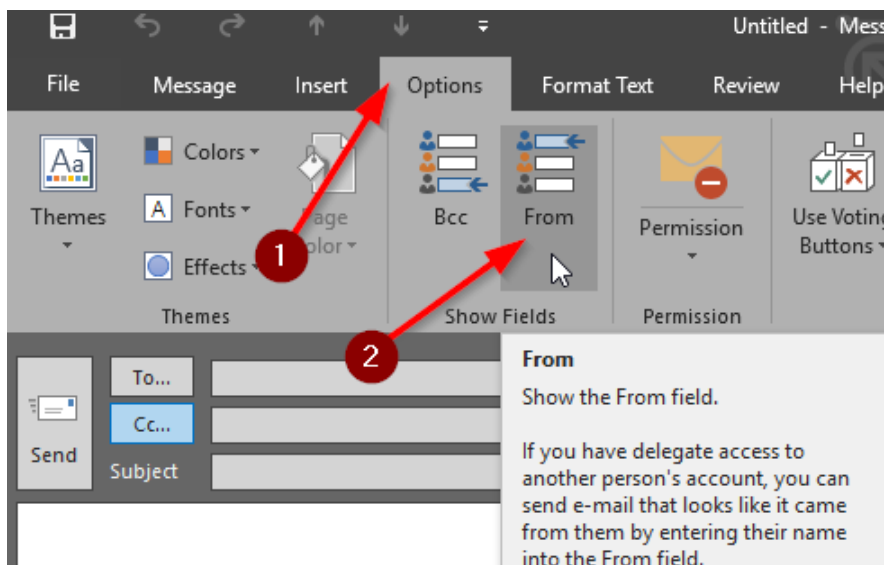
3. You can now view emails for this mailbox like your own.



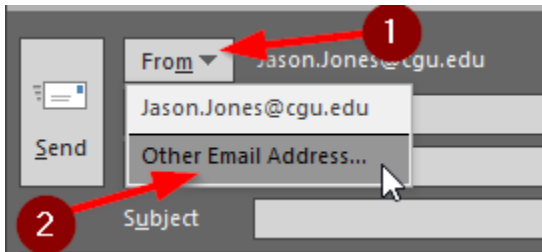
4. If you need to send emails from this account first click New Email.



5. Click Options, and then From to show the From field in your email.



6. The From field should now be available, click on it and then select Other Email Address...



7. Type out the email address you are sending from then click OK.



8. You can now send as a normal email with the From address being the one you designate. Don't forget to change your signature if it's included automatically. Send As requires additional permissions beyond just reading emails in an inbox.

