

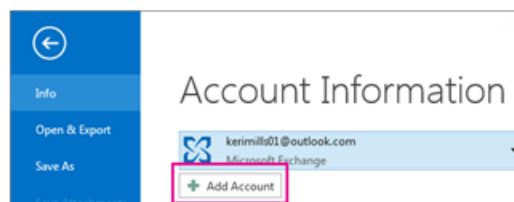
Access Your Email

There are two common ways to access your mail: via the Outlook Desktop Application and the Outlook Web Application.

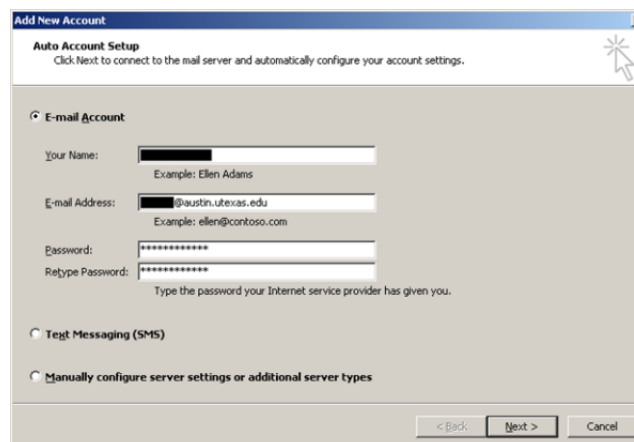
This document focuses on how to use the Outlook Desktop Application for Windows.

Refer to [Microsoft Support](#) for details on the differences in features and find out which is right for you.

1. Open Outlook. Navigate to the File tab. Click **Add Account**.

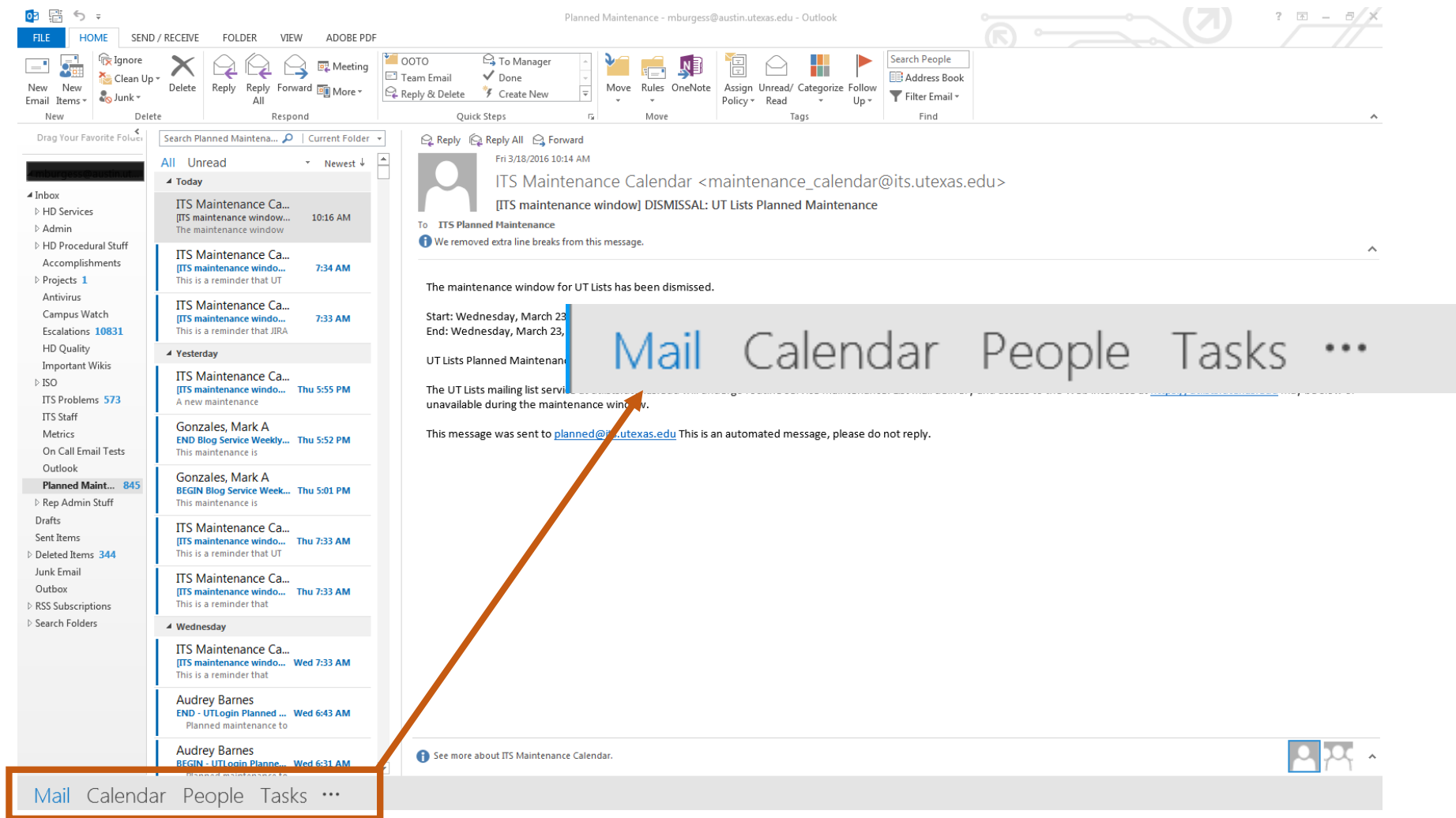


2. Enter your name, email address, and password, and then click **Next**.



Features Menu

Access all main features of the Outlook Desktop Application by navigating to the lower left hand corner



Granting Access to your Mailbox, Calendar, or Folders

Two types of access are available.

Delegation grants an individual access to your entire account. **Sharing** limits an individual's view to a certain number of folders.

It is recommended to grant as little access to as few people as possible. Consider what permissions are needed to accomplish the individual's tasks.

Delegation

Delegate access allows an individual to access the entire account on behalf of the mailbox owner.

Delegates can:

- View or make appointments on your calendar
- Move/view/delete mail
- Send email from your account on your behalf

Delegate access can also be managed in the Outlook Web Application.

Sharing

Sharing access allows an individual to access specific folders or calendars.

Individuals with sharing permissions can:

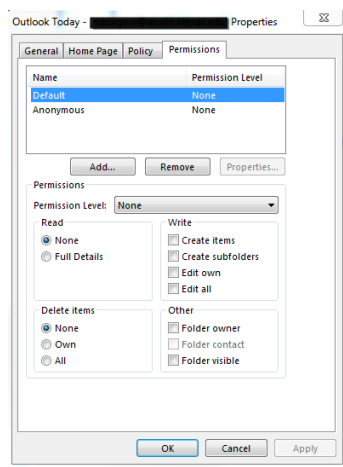
- Grant access to individuals or a group of people to view the calendar
- Grant individuals access to specific mailbox items
- Customize permissions for each folder or calendar individually

Sharing access can also be managed in the Outlook Web Application.

Sharing Your Mailbox

Mailbox Owner Steps

1. Right click your mailbox folder and click **Folder Permissions**.
2. Click **Add** and type the name or email address of the individual with whom you want to share your mailbox.

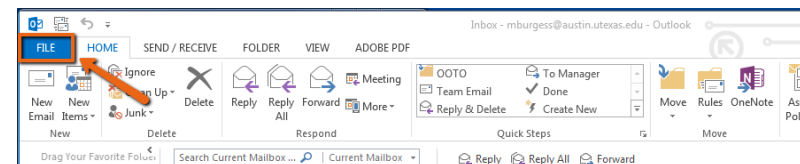


3. Set the appropriate permissions level for users with whom you are sharing.

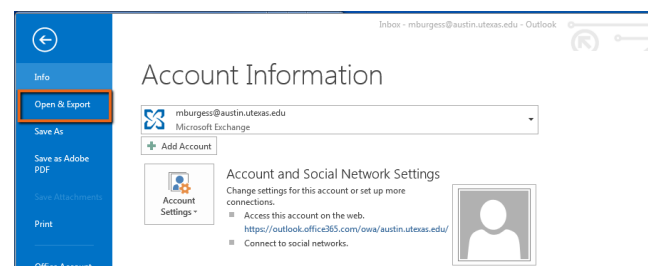
Opening a Shared Mailbox

Recipient Steps

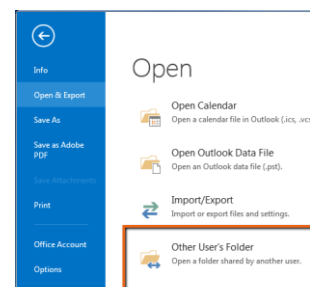
1. Click the **File** tab.



2. Click **Open & Export**.



3. Click **Other User's Folder**.



4. Enter the name or email address of the individual who shared their mailbox with you.

Add and Manage Mailbox Delegates

Delegate permissions gives an individual access to the entire account on behalf of the mailbox owner.

Delegates can:

- View or make appointments on your calendar
- Move/view/delete mail
- Send email from your account on your behalf

Follow the steps below to grant someone else delegate access to your mailbox

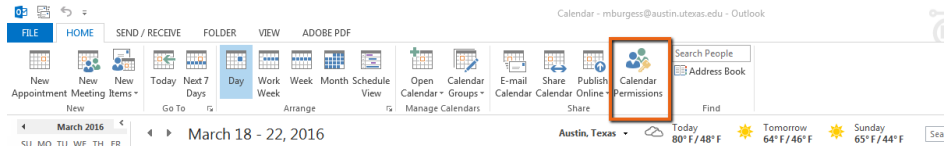
1. Click **File**
2. Select **Account Settings**
3. Click **Delegate Access**
4. Click **Add** and enter the name or email address of the individual you want to set as a delegate
5. Set appropriate permissions settings in the Delegate Permissions box

Sharing Your Calendar

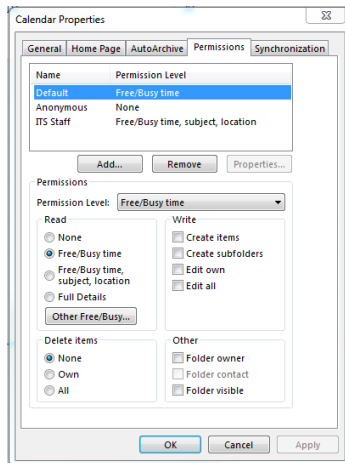
Mailbox Owner steps

1. Select the Calendar tab from the features menu.

2. Click **Calendar Permissions**.



3. Click **Add**.



4. Enter the name or email address of the person with whom you want to share your calendar.

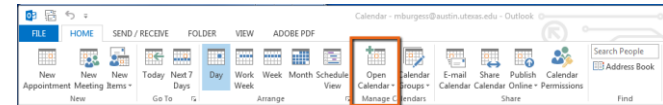
5. Select the level of access desired.

Opening a Shared Calendar

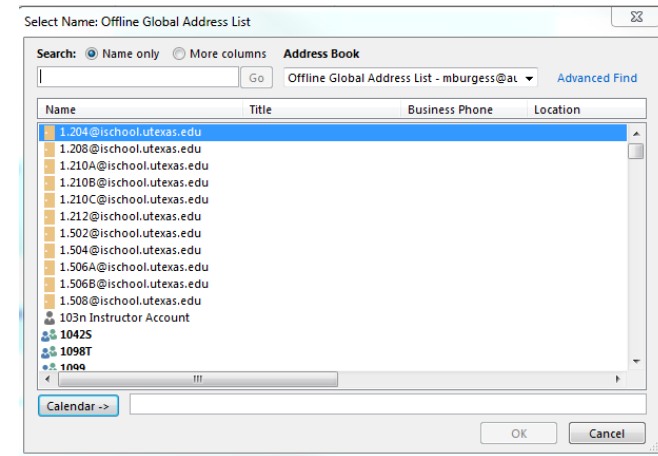
Recipient steps

1. Navigate to the features menu. Select the Calendar tab.

2. Click **Open Calendar**.



3. Click **From Address Book** to add a calendar.



4. Type the name or email address of the individual who shared their calendar with you and click **OK**.