

Microsoft Outlook – Opening Other Users Mailbox Folder



Opening Other User's Mailbox Folder.

1. Select **File** → **Open** → **Other Users Folder**.
2. **Type** or **Select** the User name.
3. **Select** the desired folder to be displayed.

'Student3' mailbox will be displayed; the level of access to the folder is dependent on the permission writes granted.

In later chapters we will discuss accessing users calendars, contacts and Tasks.