



Softscript Ltd.
37 Gloucester Avenue
Delapre
Northampton
NN4 8PT

How to allow a user to access your Exchange Mailbox

1. Log onto your exchange account through Outlook
2. Right click your **Mailbox** and click **Change Sharing Permissions...** (Your Mailbox will be the icon that looks like a house and a clock on top of a page, and will say "Mailbox - [Your Name]").
3. Click **Add...**
4. Find the user that you want to have permission to access your account, double click his **name**, and click **OK**.
5. Highlight the **Name**, and change the **Permissions**. The default is None. You will probably want to change this to Publishing Editor. Click **OK**.

The user that you have granted access now needs to add your account to their Outlook.

How to access another user's Exchange Mailbox

1. Make sure the user who's account you are trying to access has followed the above instructions.
2. Click on **Tools, Account settings**, double click your **Exchange account**.
3. Click **More Settings...**
4. Click **Advanced tab**.
5. Click **Add...**
6. Type the **user's name**.
7. Click **OK**, then click **Next**, then **Finish**. Close the Account Settings window.