This is a little guide how to share with others (staff and faculty) your mailbox, calendar and other outlook applications.

How to share mailboxes in exchange 2010 (MS Outlook 2007)

How to share mailboxes in exchange 2010 (MS Outlook 2010)

How to accept permissions from another account temporarily (MS Outlook 2007)

How to accept permissions from another account permanently (MS Outlook 2007)

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How to accept permissions from another account permanently (MS Outlook 2010)
How To Share Mailboxes (Outlook 2007)

Open Outlook 2007 (for Outlook 2010 click here) then click on Tools then from the drop down menu and select Options.

From the option menu select the Delegates tab, and then click the “Add” button.

Now from the address book select the user to which you want to grant permission to.

Click the “Add” button, and then OK.
From this menu select the features that the selected user will have access to.

Make sure to select the option to send a message to the user summarizing the permission that you are giving to him or her.

Click OK once if you want to grant other permissions to other users, and repeat the steps from the delegates menu as many times as user to whom you want to give permissions.
How to Share Mailboxes (Outlook 2010)

Open Outlook 2010, navigate to the “File” tab, click on the account settings button and select “Delegate Access”.

Click on the Add button.

Now from the address book select the user to which you want to grant permission to.

Click the “Add” button, and then OK.
From this menu select the features that the selected user will have access to.

Make sure to select the option to send a message to the user summarizing the permission that you are giving to him or her.

Click OK once if you want to grant other permissions to other users, and repeat the steps from the delegates menu as many times as user to whom you want to give permissions.
How to accept permissions from another account (Outlook 2007)

Temporarily

If someone will give you access to their mailbox or calendar or any other Outlook feature, you might receive an email message like the one on the picture.

In this case open Outlook and click on “File” in the tool bar.

Select “Open”, then “Other User’s Folder”

At this point Outlook will prompt you to type the name of the User that gave you permissions. Select from the drop menu what you want to open.

You will see that you will have access to the user’s folder until you navigate away from it, you will need to repeat the steps above to access the folder every time.

If you want to permanently add a user’s folder to the list of folders in Outlook the following steps will help you do that.
How to accept permissions from another account (Outlook 2007)

Permanently

Click on the “Tool” button on the tool bar, select “Account Setting” from the menu.

Now select the account where you want add the folder, and click on the change button.

Now click on the “More Setting” button.
Now select the advanced tab and type in the user’s name, which granted you access.

Hit OK, then next and finish. Close the Change E-mail Account window, and now you should be able to see the folder that you just added to your list. After you navigate away from it you will be able to reconnect.
How to accept permissions from another account (MS Outlook 2010)

If someone will give you access to their mailbox or calendar or any other Outlook feature, you might receive an email message like the one on the picture.

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How to accept permissions from another account (MS Outlook 2010)

Permanently

Select “File” from the toolbar and then click on the “Account Settings” button. Now select the account where you want add the folder, and click on the change button.

Now click on the “More Setting” button.
Now select the advanced tab and type in the user’s name, which granted you access.

Hit OK, then next and finish. Close the “Account window, and now you should be able to see the folder that you just added to your list. After you navigate away from it you will be able to reconnect.