

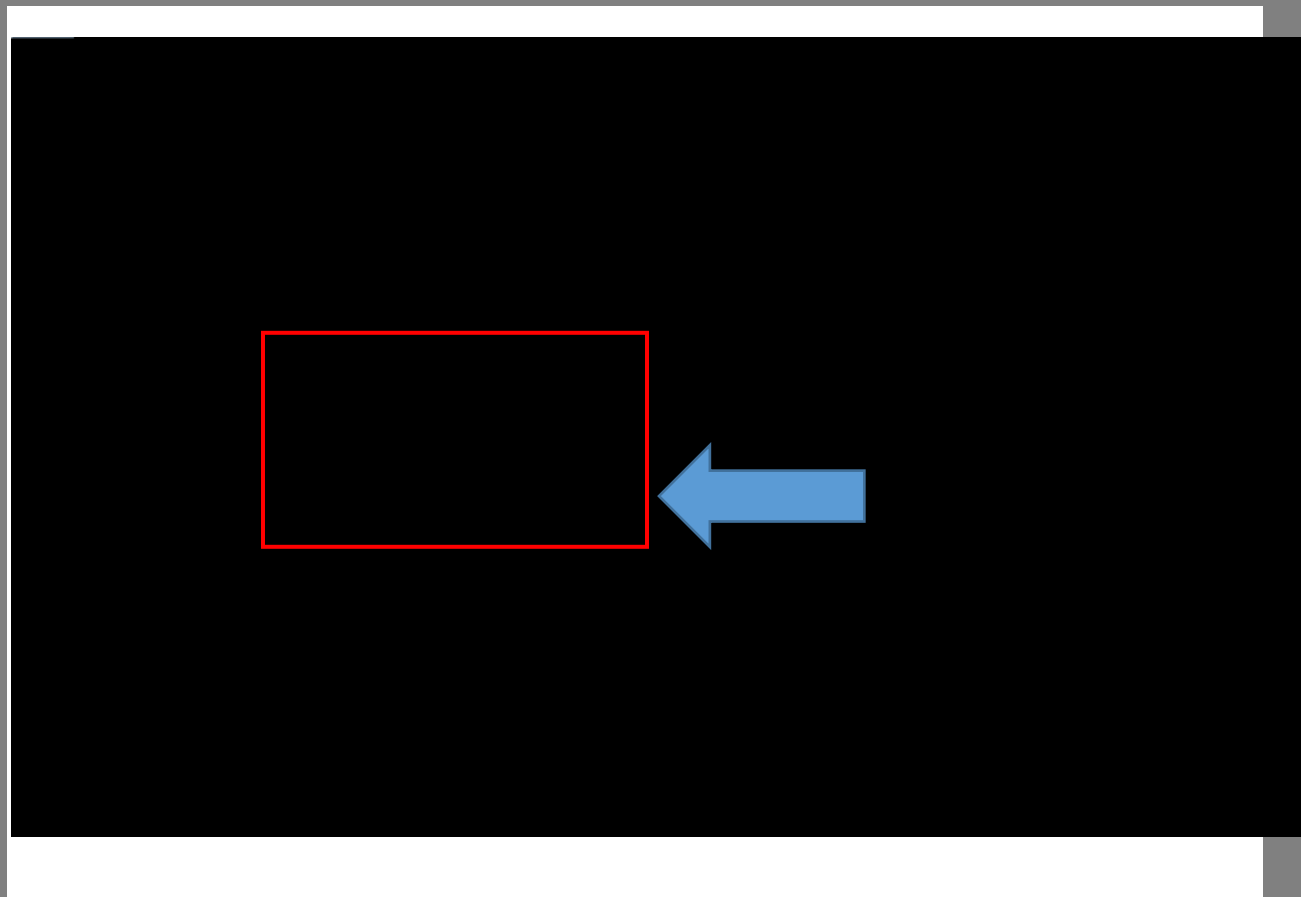
How to add another person's mailbox to your profile in Outlook

This guide will show you how to add another person's mailbox to your profile in Outlook 2013 (or later)

How to

Important: You need to have *Delegate Access* rights on the mailbox you wish to add to your profile. To know how to get Delegate Access permissions, please refer to our *How to configure Delegate Access* document.

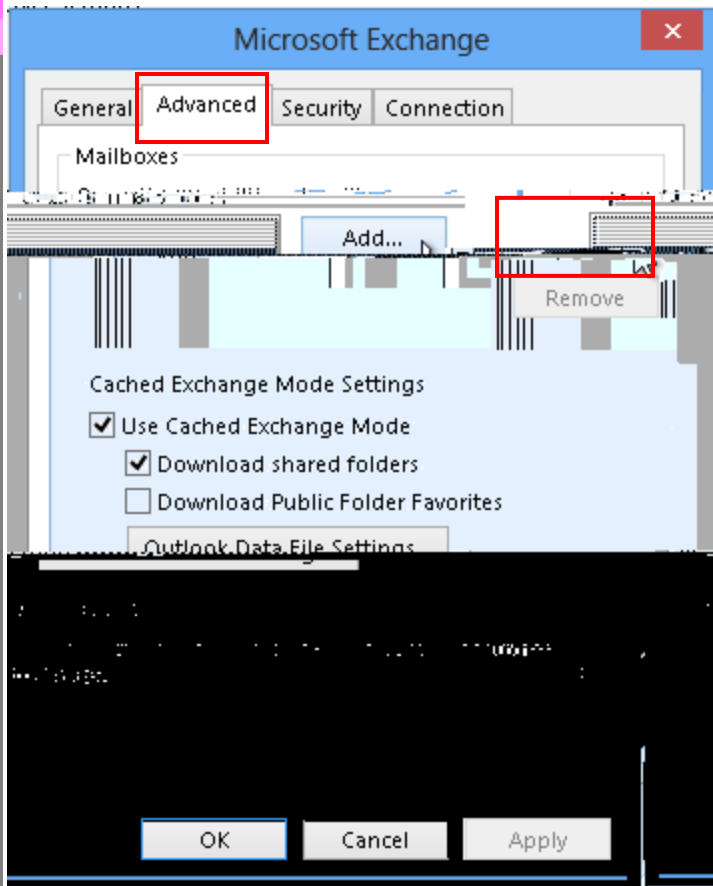
1. Open *Outlook*.
2. Click on *File*.
3. Click on the *Account Settings* and then on *Account Settings* in the list.



4. In the *E-mail* tab, make sure your account is



6. Click on the **Advanced** tab and then click on **Add**.





9. Back in the **Change Account** window, click on **Next** and then on **Finish and Close**.

10. Close the **Account Settings** window.

You should now see both mailboxes in your Outlook profile.

