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.

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

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	Microsoft Exchange	
	General Advanced Security Connection	
	Mailboxes	
	Cached Exchange Mode Settings	
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	OK Cancel Apply	
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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.