

# Opening another Users Mail Folder in Outlook 2010

To open another users Mailbox go to File > Open > Other Users Folder

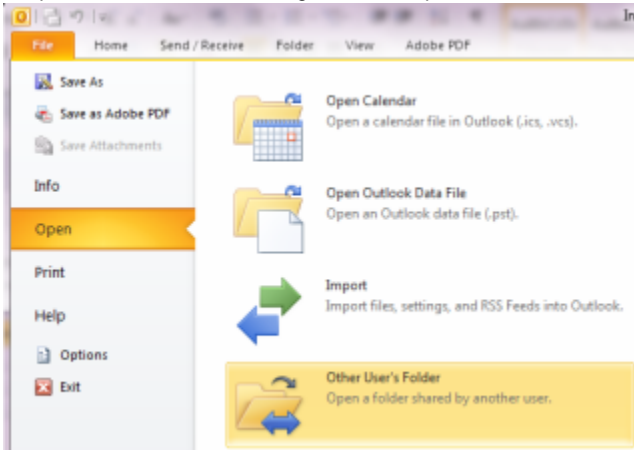


Figure 1: File - backstage menu

You will be presented with the following dialogue:

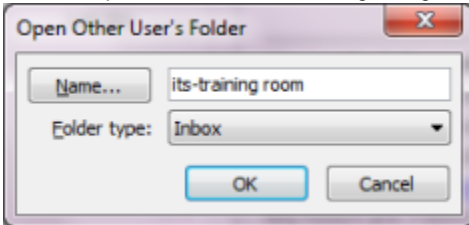


Figure 2: Open other users folder dialog

Enter the name of the Mailbox you wish to open and the folder you wish to access. **Please note:** *You must have been given permission by the user beforehand to open their mailbox.*

Provided you are granted the proper access permissions you will now see the Mailbox displayed directly underneath of your mailbox within the Navigation Pane.

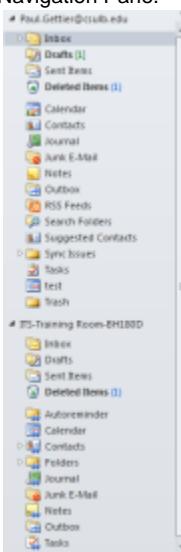


Figure 3: Outlook navigation pane with more than one account