



Access to Separated Employee E-Mail Account

Perform the following steps with Outlook open

Outlook 2007

1. **Go to Tools**
2. **Account Settings**
 1. The E-Mail tap will appear
3. Double Click on the Exchange Server
 1. or click **Exchange Server** then click **Change**
4. A window will appear with the below information
 1. Server Name
 2. User Name
5. Click the **More Settings** box
 1. Another window will open with 5 tabs
6. Select the **Advance** tab
7. Click **ADD**
8. Type the first 3 letters of the user name for the separated user you are need access to.
9. Click **OK**.
10. The user name will appear in the **Open These Additional Mailboxes** area
11. Click **OK**
12. **Cancel**
13. **Close**

Outlook 2003

1. Go to **Tools**
2. **E-Mail Accounts**
 1. In the E-Mail section
 2. **View or Change Existing Email Accounts** will be selected
3. Click **Next**
4. Double Click on the Exchange Server
 1. or click **Exchange Server** then click **Change**
5. A window will appear with the below information
 1. Server Name
 2. User Name
6. Click the **More Settings** box
 1. Another window will open with 5 tabs
7. Select the **Advance** tab
8. Click **ADD**
9. Type the first 3 letters of the user name for the separated user you are need access to.
10. Click **OK**.
11. The user name will appear in the **Open These Additional Mailboxes** area
12. Click **OK**
13. **OK**
14. **Next**
15. **Finish**

If Prompted Close and Re-open Outlook,

Click the plus sign beside the **Mailbox – Username** to open the mailbox

Help and Support

Help Desk

Homepage

The Users Mailbox will appear on the Left under the folder list. □

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