How do I open another person's inbox using Webmail (OWA)

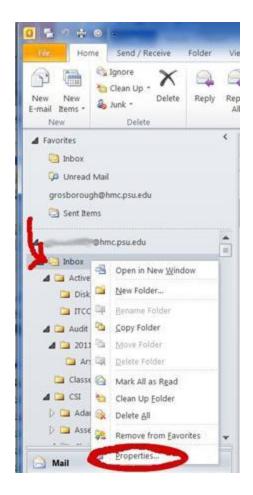
Assuming the other person has given me rights?

As long as you have the proper permissions, you can access another users' inbox or complete mailbox using Webmail (OWA).

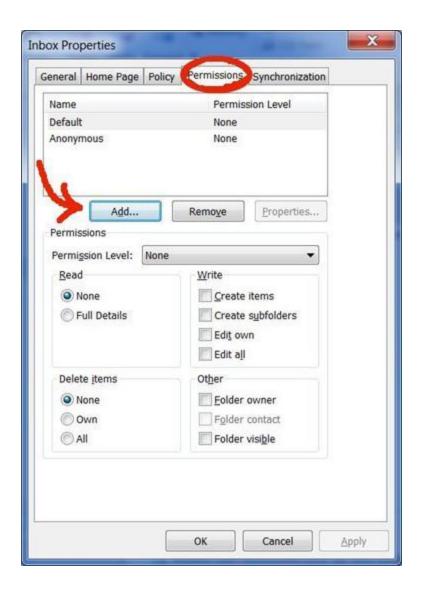
You can allow others within your Exchange organization to access your mailbox folders. You can use Outlook to share your mailbox folders and to access others' mailbox folders that have been shared with you.

Outlook allows sharing depending on the rights you allow:

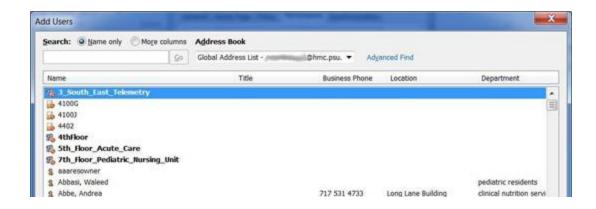
- Folder permissions: This type of sharing allows selected others to view the contents of a specified folder, but does not allow others to send email on your behalf. When setting up folder permissions, you can determine exactly how much access a given person has to your folder. The following roles are available:
 - Owner: Allows full rights to the mailbox, including assigning permissions; you should not assign this role to anyone
 - O Publishing Editor: Create, read, edit, and delete all items; create subfolders
 - Editor: Create, read, edit, and delete all items
 - Publishing Author: Create and read items; create subfolders; edit and delete items they've created
 - Author: Create and read items; edit and delete items they've created
 - Nonediting Author: Create and read items; delete items they've created
 - Reviewer: Read items
 - Contributor: Create items
 - None: Gives no permissions for the selected accounts on the specified folder
- 1. To give the other person rights, right-click on your inbox folder and choose **Properties** from the drop down window.



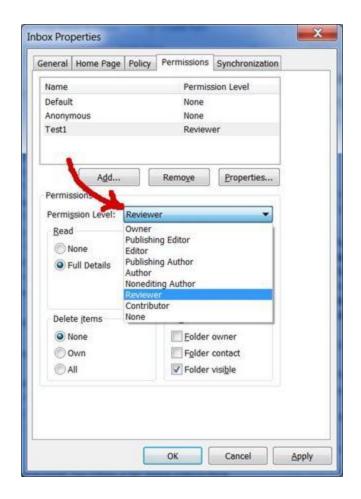
2. From the Inbox Properties window that opens, click on the Permissions Tab. Now click on the Add button to select the person you wish to give rights to your Inbox.



3. From the Global Address list (GAL) window that pops up, select the person you want to give rights to.

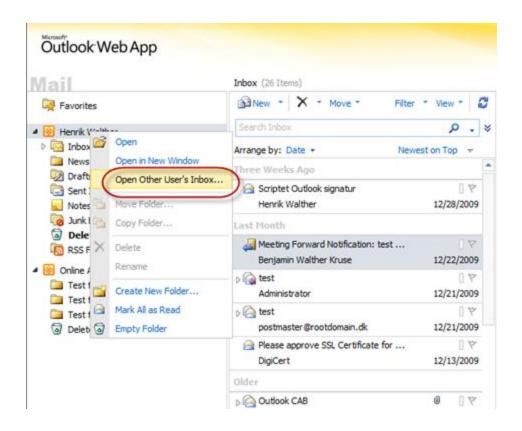


4. Next, in the Inbox Properties window, click on the person you just selected and then from the Permission Level drop down box, choose the rights that you want to give your person to access your mailbox. Using the chart at the beginning of this document, you can select which right to give the person.

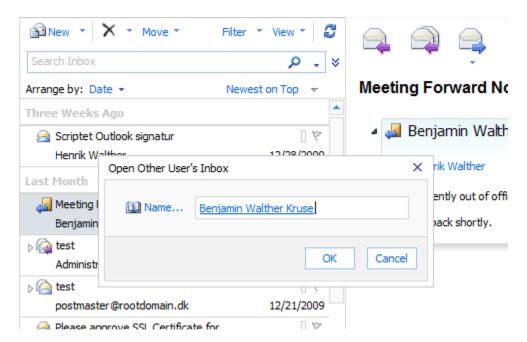


5. When step four is complete, the user you gave rights to can go to their webmail (OWA) and sign in with their epass ID.

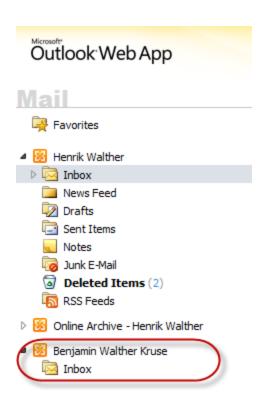
Once inside of webmail, to access another users "Inbox", you simply right-click on your mailbox in the navigation pane and click on **Open Other User's Inbox** as shown in the following graphic.



6. Specify the alias, username, or e-mail address of the user for which you want to open the Inbox.



1. When clicking "OK", you will now have access to the Inbox of the specified user via the navigation pane.



2. The interesting thing about this method is that this will be remembered until you right-click the other user's Inbox and select "Remove from view". Even next time you open your mailbox using OWA.



3. Depending on what rights were given to you, it will allow you to access the other persons data.