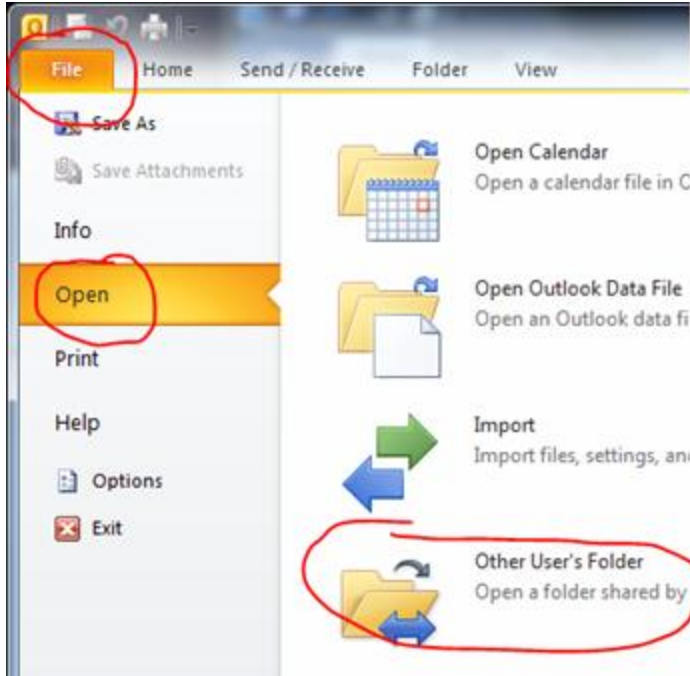


SHARING YOUR EXCHANGE EMAIL (MAILBOX)

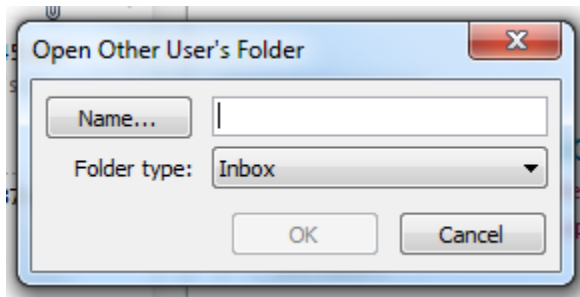
1. Open Microsoft Outlook
2. Click on "Home"
3. On the left hand area of your client, Right-click your mailbox (<username>@hmc.pcu.edu)
4. Scroll down and click on "Folder Permissions"
5. Click the "Add" button.
6. Select the email account of the person you wish to provide shared access to and then click the "Add" button then click OK.
7. By the "Permission Level" option click the drop down box, and select "Reviewer"
8. Click on the "OK" button.
9. Repeat this process to share your "Inbox"
 1. Right-click on "Inbox"
 2. Scroll down and click on "Properties"
 3. Click the "Permissions" tab.
 4. Click the "Add" button.
 5. Select the email account of the person you wish to provide shared access to and then click the "Add" button then click OK
 6. By the "Permission Level" option, click the drop down box and select "Reviewer"
 7. Click on the "OK" button.

NOW THE SHARED USER NEEDS TO ADD YOUR MAILBOX

1. Go to "File", then "Open", then click on "Other User's Folder"



1. Have them click on the "Name" button (shown below) and select you from the list of email users, then click "OK", and once again click on the "OK" button show below.



Your email Inbox should now be listed in their navigation pane for read-only access.