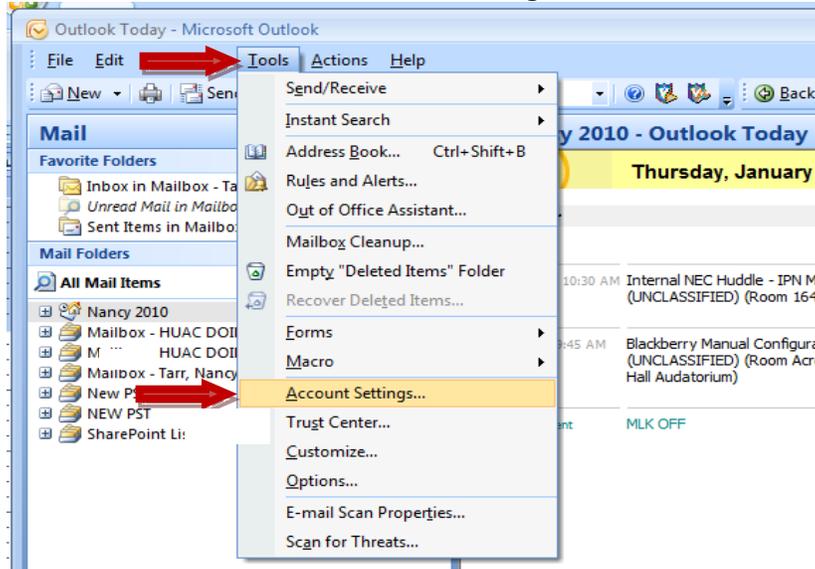
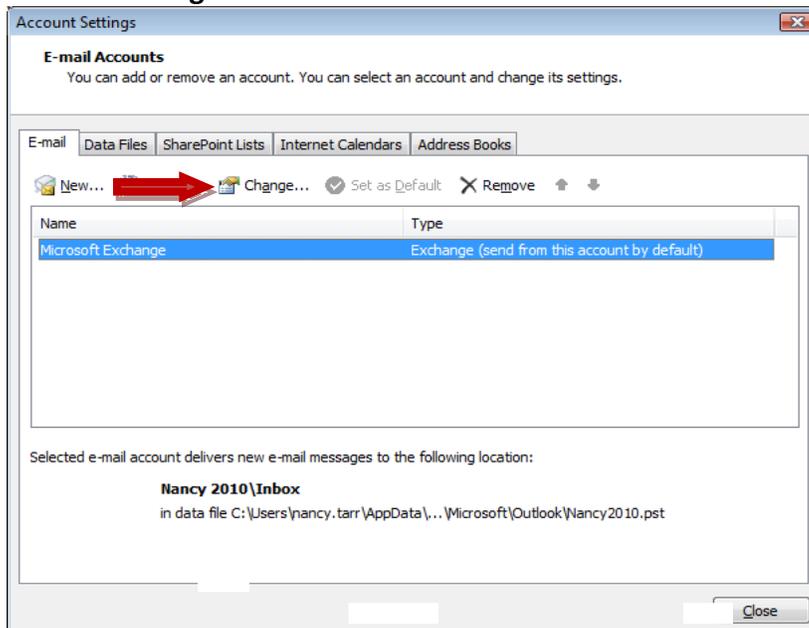


How to Configure Outlook to View other Mailboxes

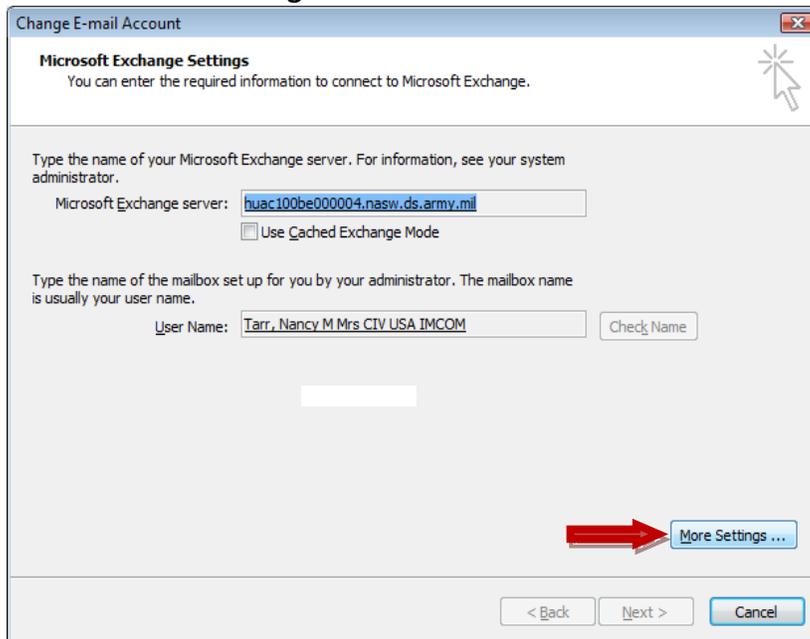
1. Open Outlook
2. Click on **Tools** ———→ **Account Settings**



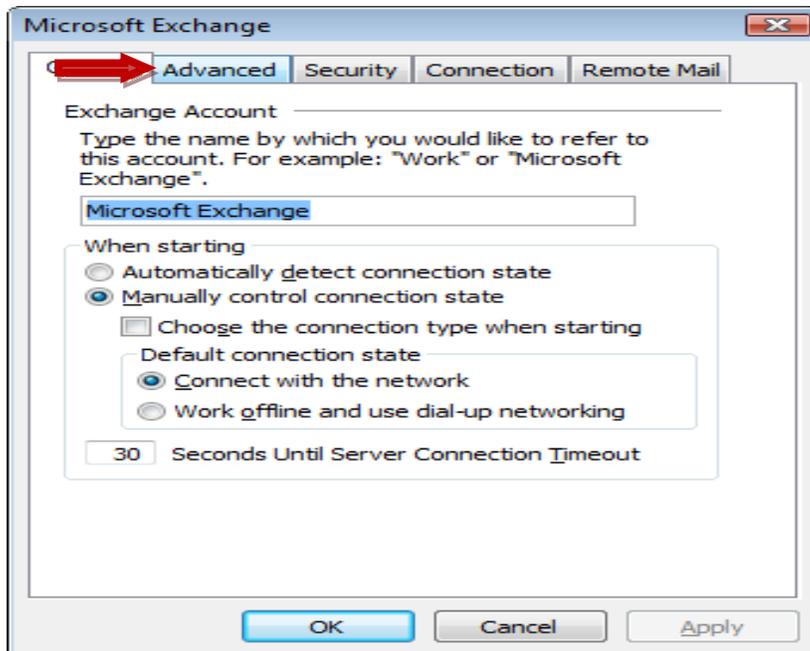
3. Click on **Change**



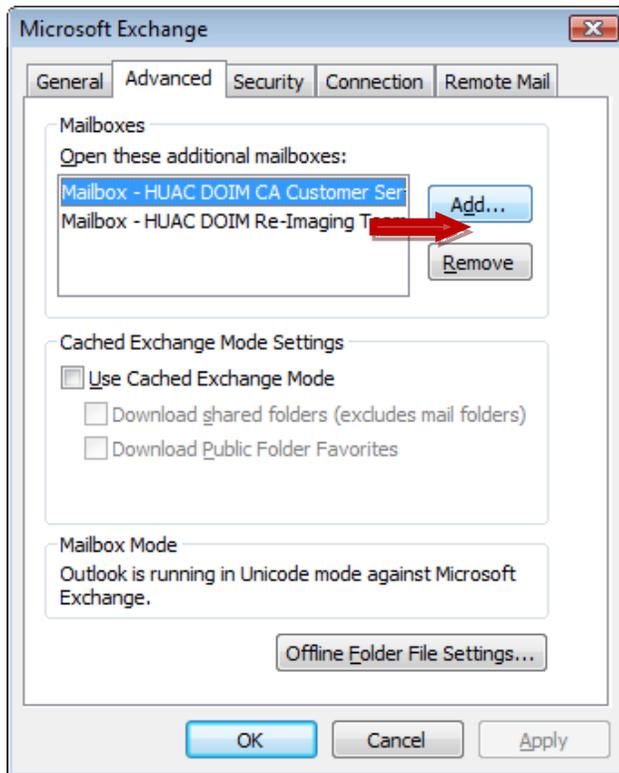
4. Click on **More Settings**



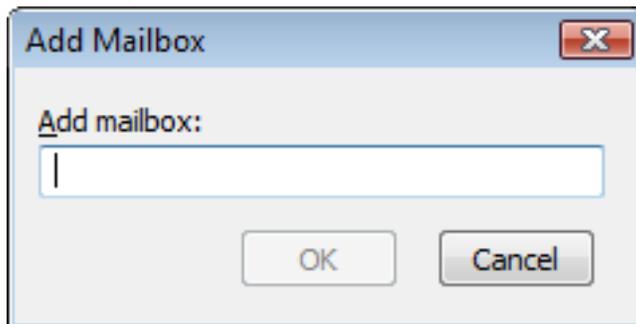
5. Click on **Advance**



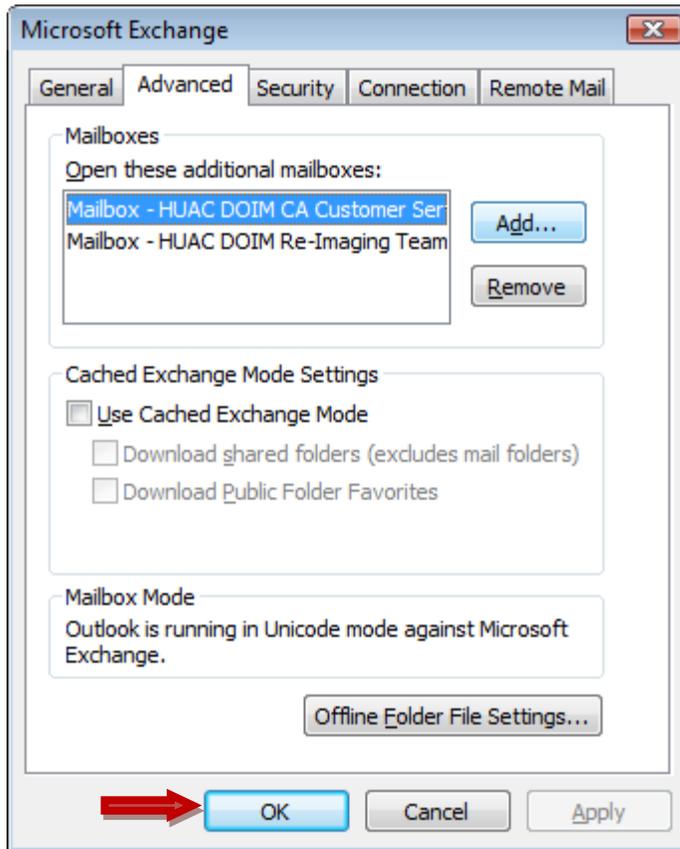
6. Click on **Add**



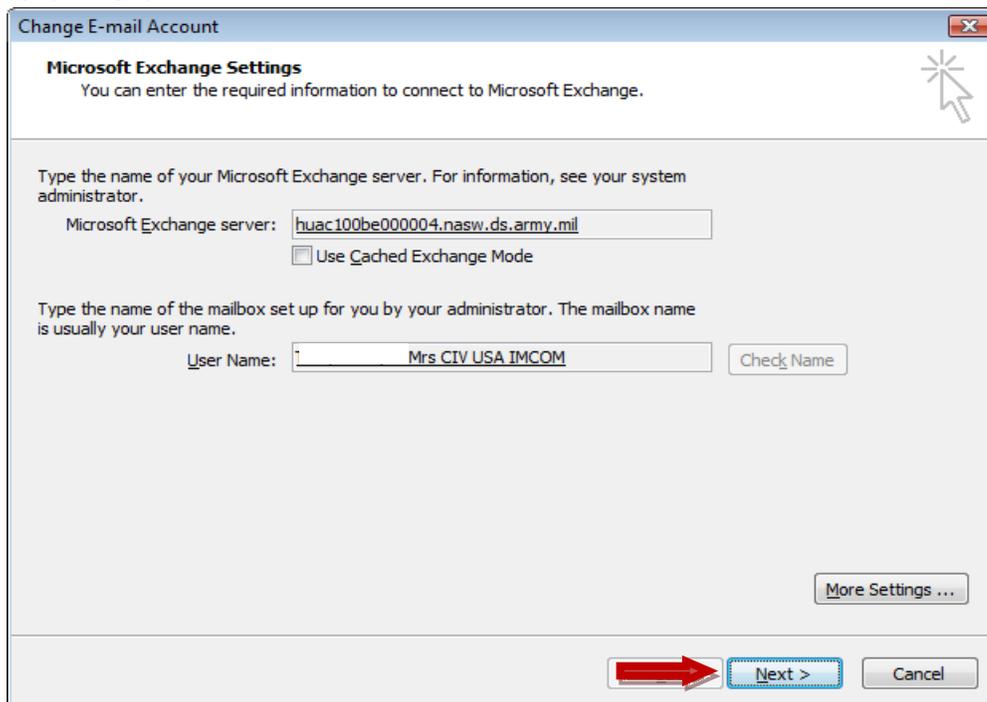
7. Type in the exact name of the email (ex. Jane.d.doe.civ@mail.mil)
Click **OK**



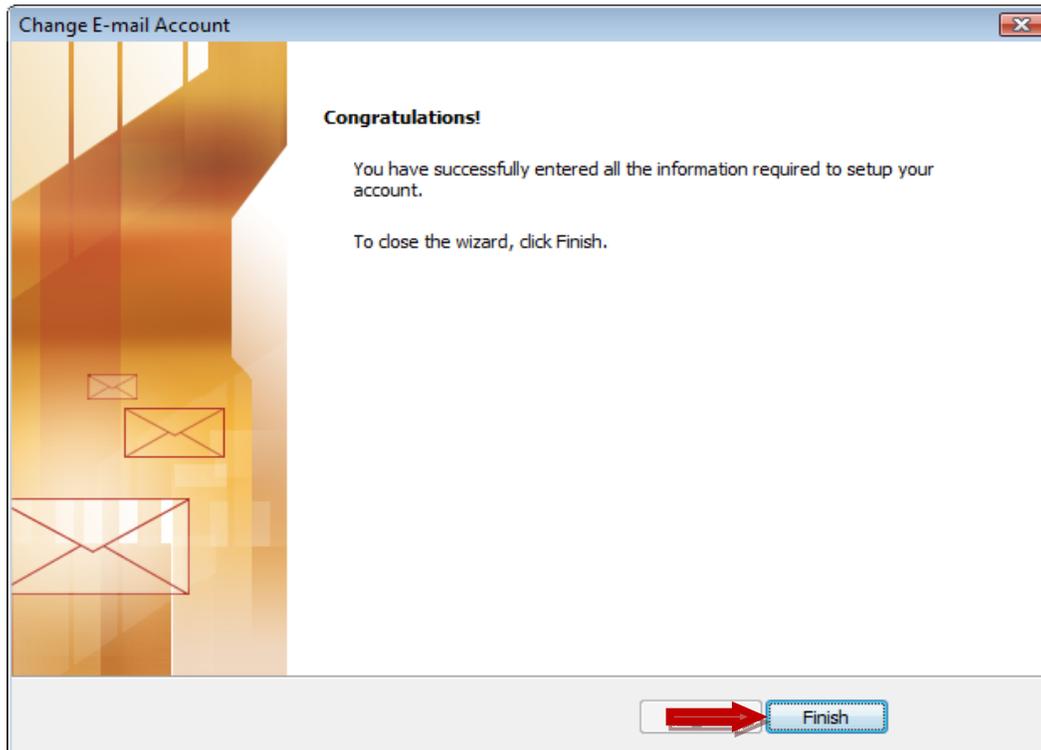
8. Click **OK**



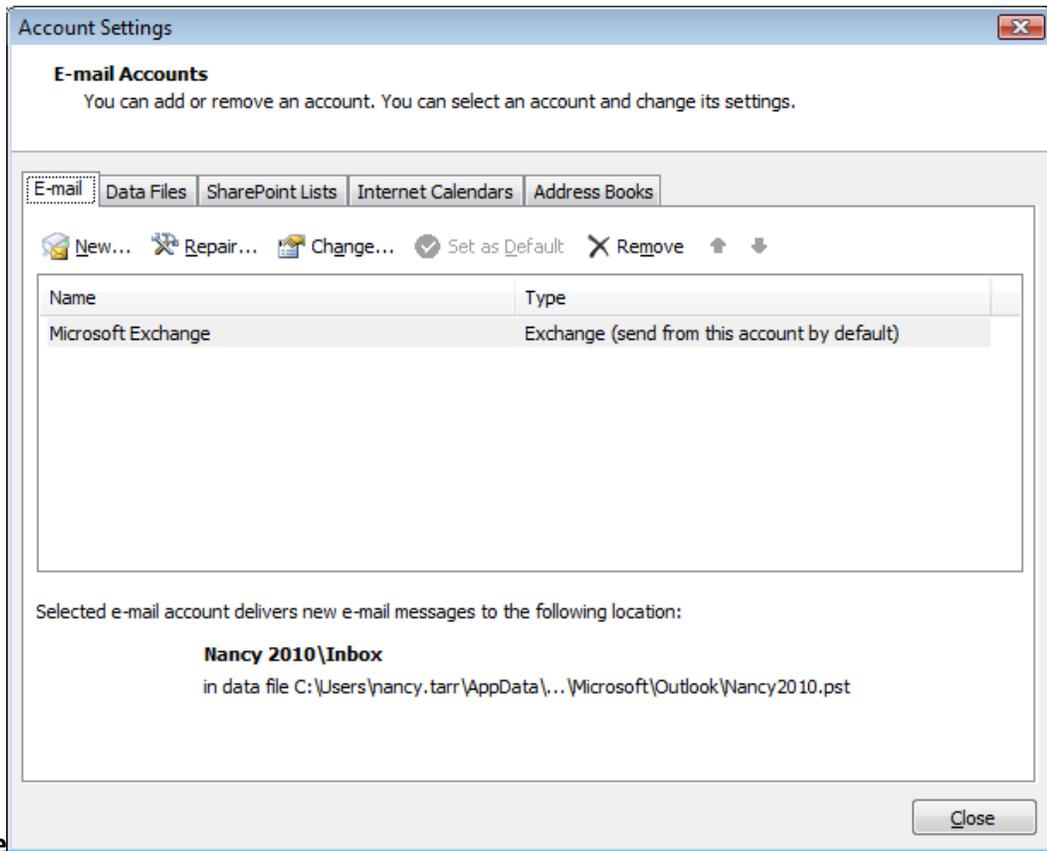
9. Click **Next**



10. Click **Finish**

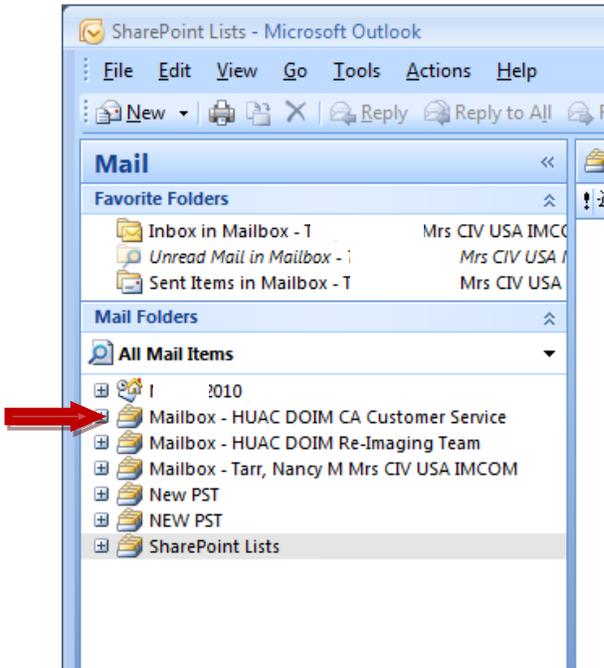


11. Click



Close

12. Mail is available in **Mail Folders - All Mail Items**



NOTE: If you know you were granted permissions for the particular mailbox, but cannot open it, close and reopen Outlook.