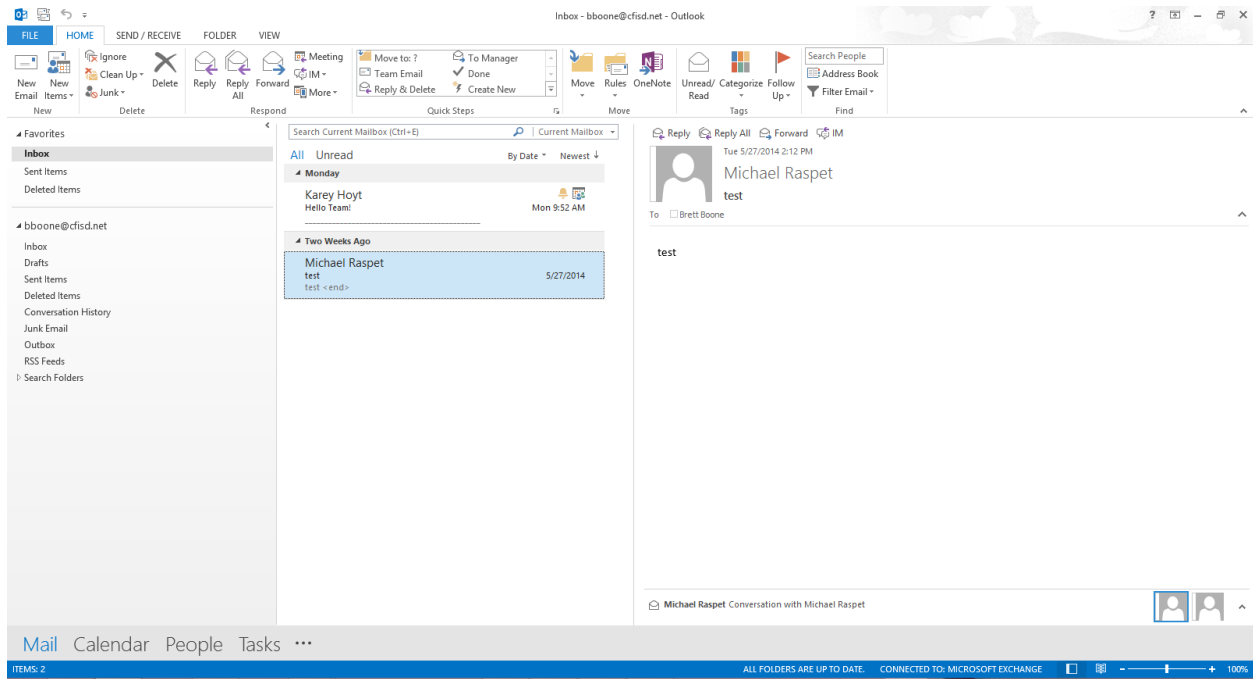
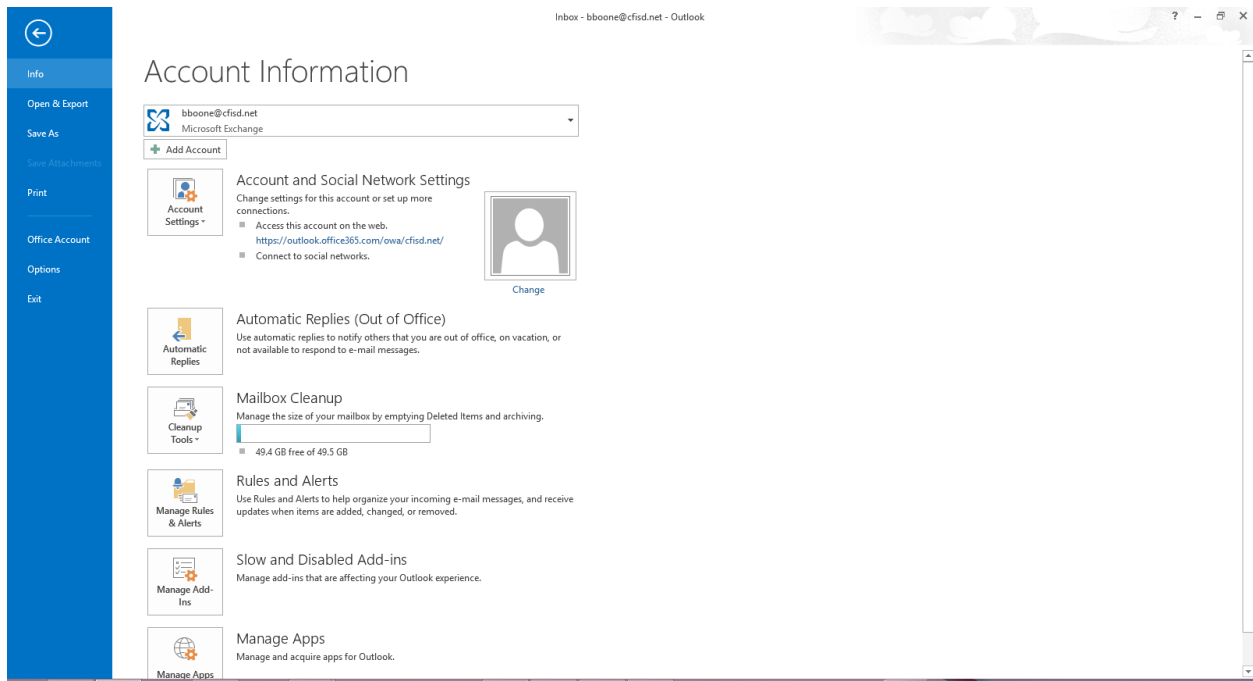


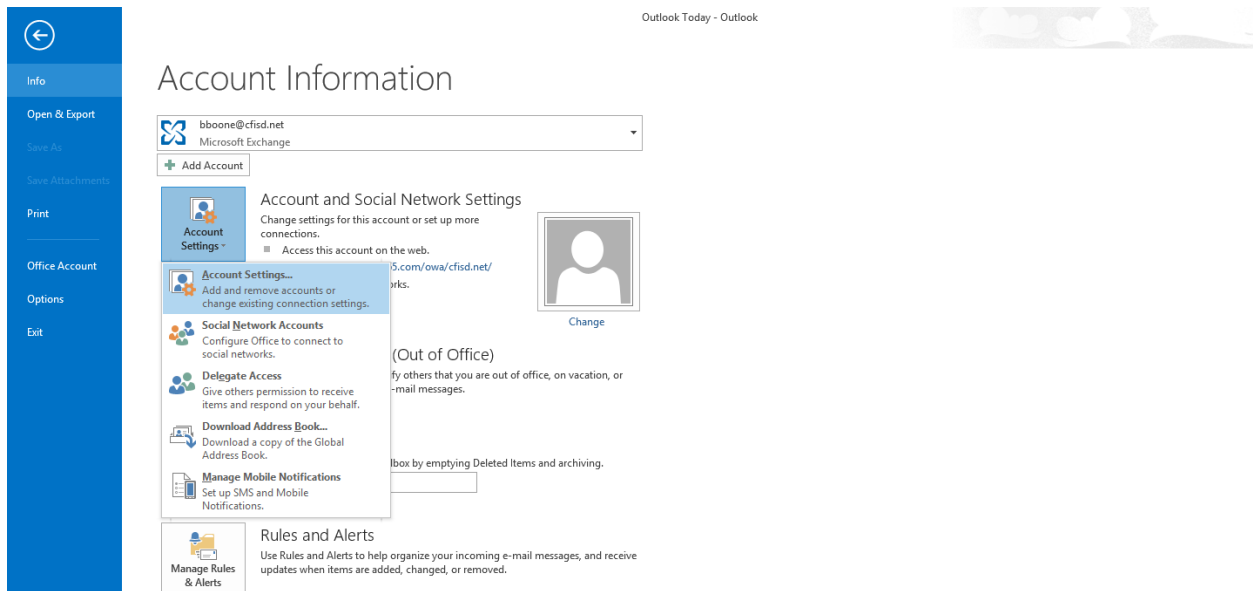
How to Access another user's Microsoft 365 Account (Outlook 2013)



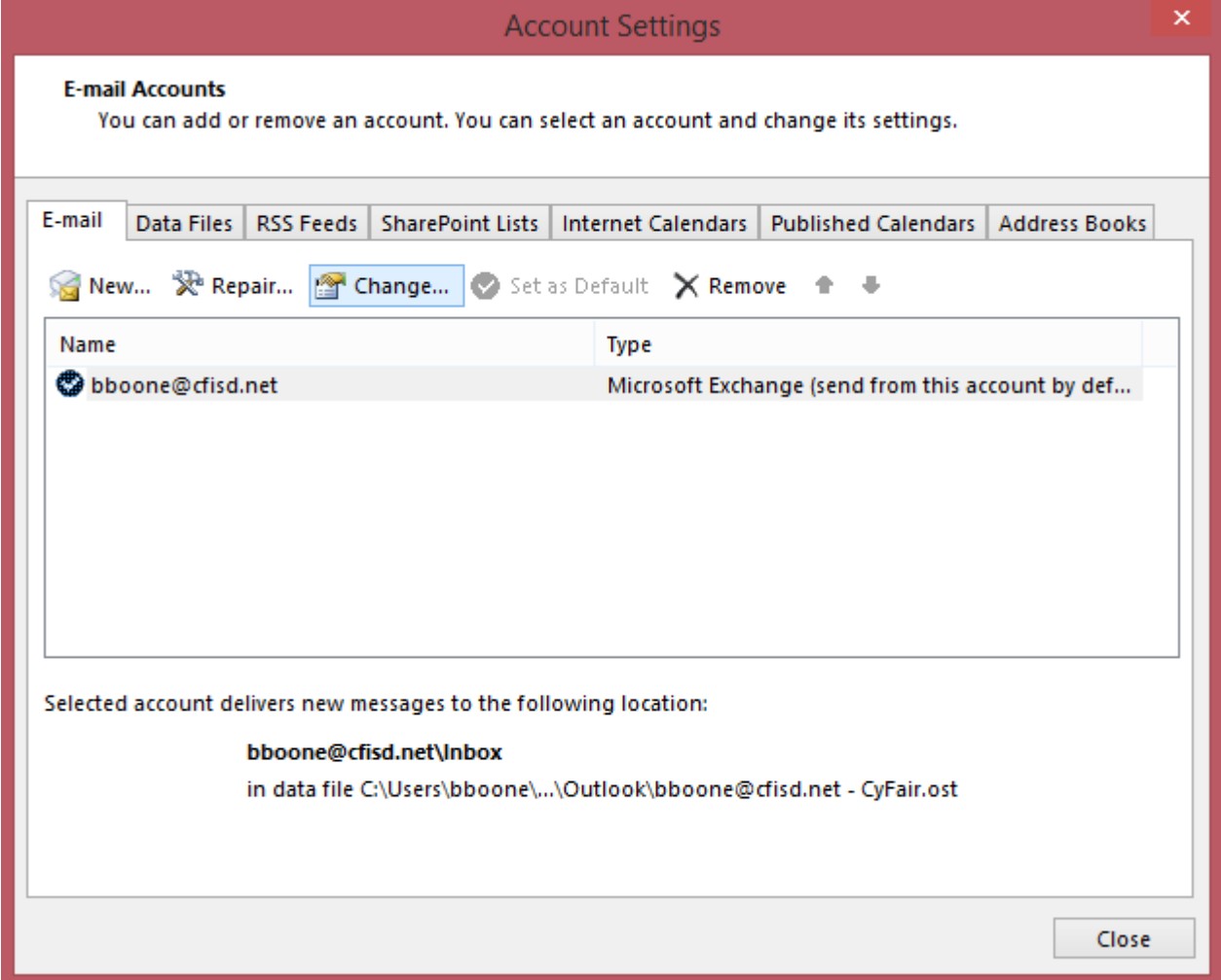
Within the outlook client click on the "File" tab in the upper left corner.



The File view appears as shown above.




Click on the "Account Settings" button, in the dropdown selection select "Account Settings"



The Account Settings screen will be shown similar to above. Click on the “Change” button.

Change Account ✕

Server Settings
Enter the Microsoft Exchange Server settings for your account. 

Server Settings

Server:

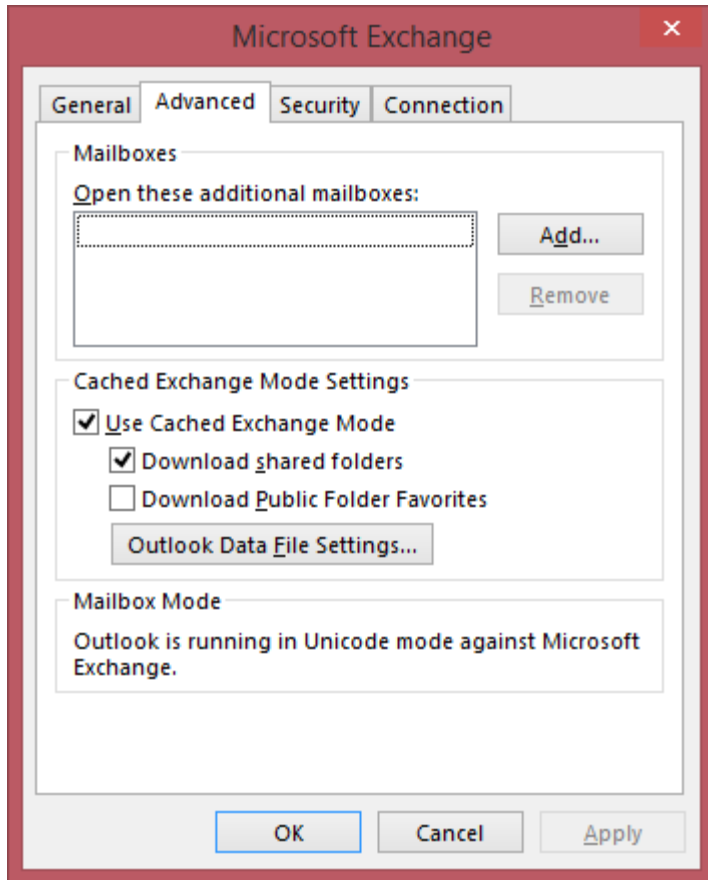
User Name:

Offline Settings

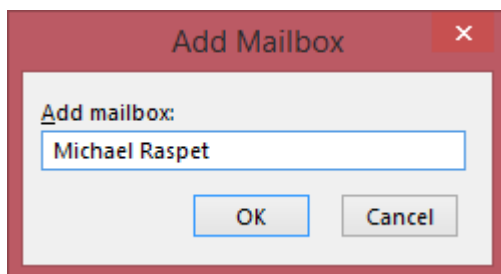
Use Cached Exchange Mode

Mail to keep offline: 12 months

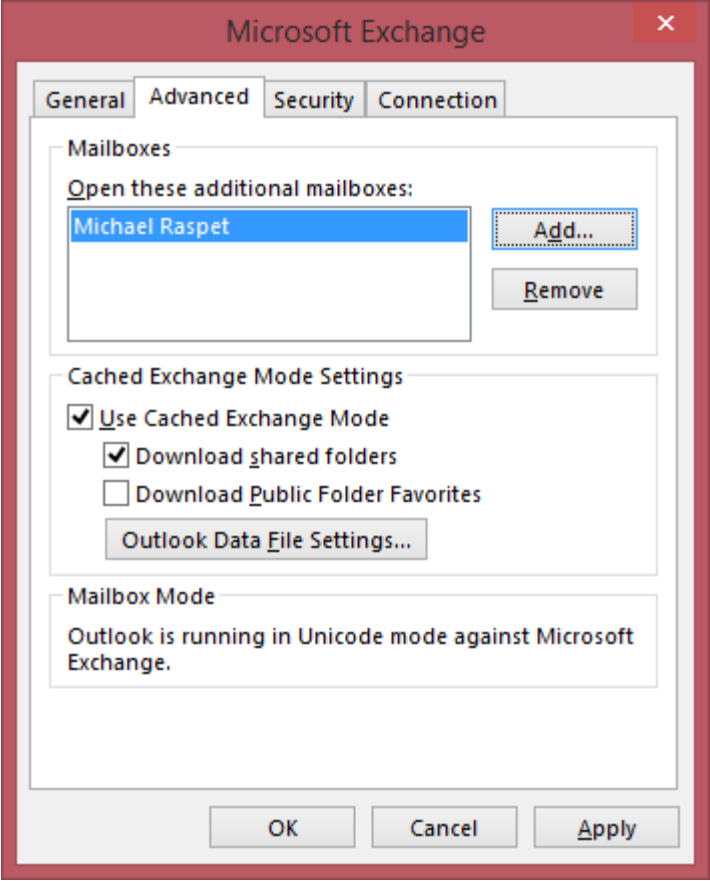
Click on the “More Settings” button



When the Microsoft Exchange dialog box opens, click on the “Advanced” tab then click on the “Add” button.




Type the name of the user that has delegated access to you and click OK



Click on OK

Change Account ✕

Server Settings
Enter the Microsoft Exchange Server settings for your account. 

Server Settings

Server:

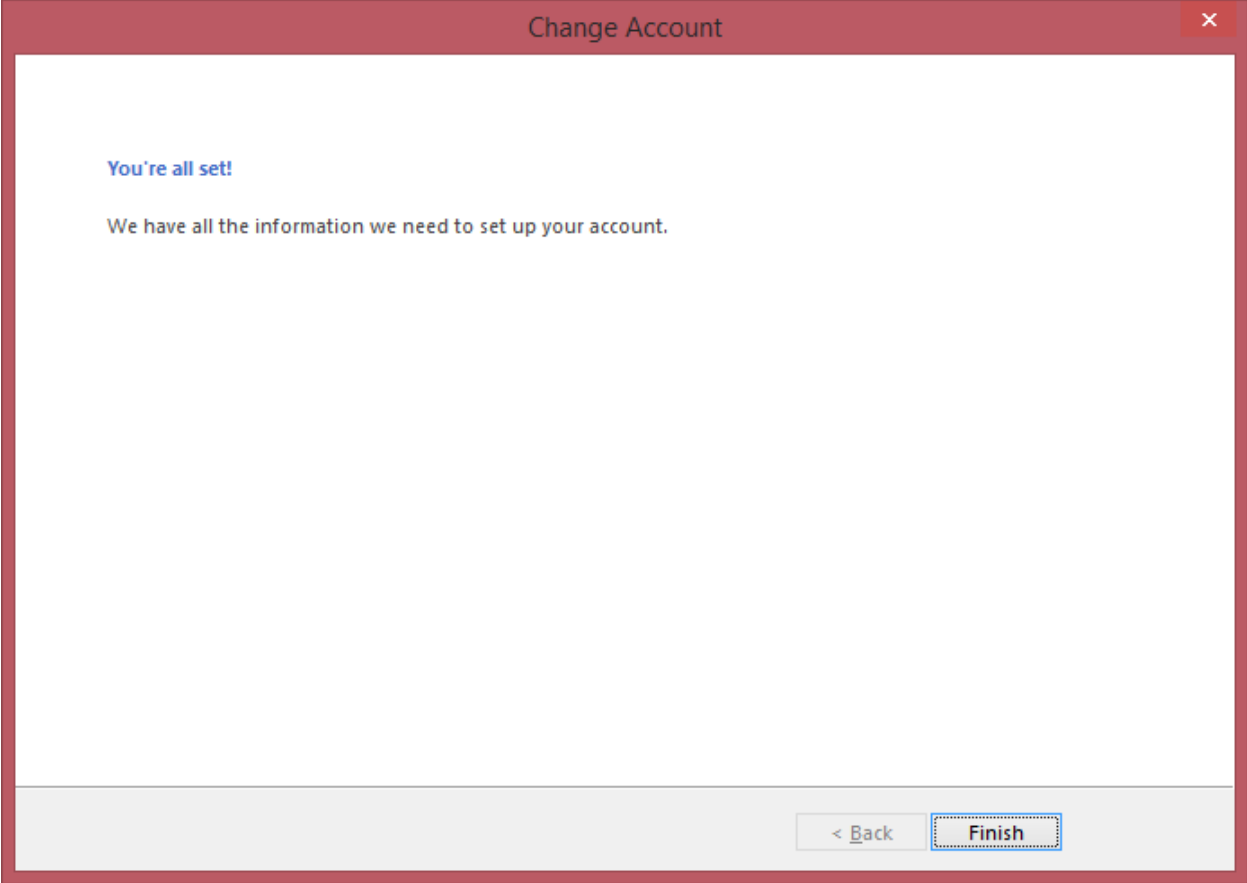
User Name:

Offline Settings

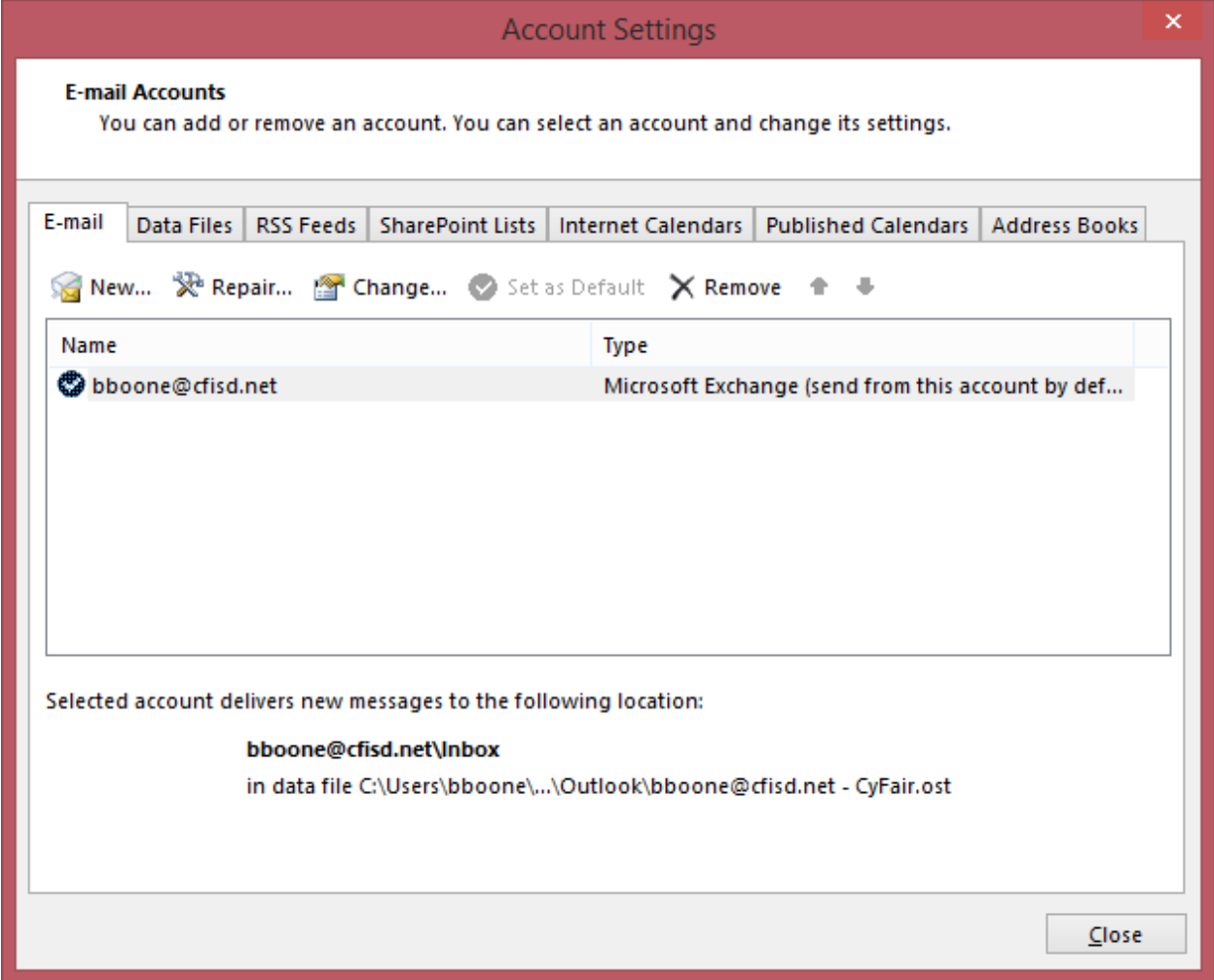
Use Cached Exchange Mode

Mail to keep offline: 12 months

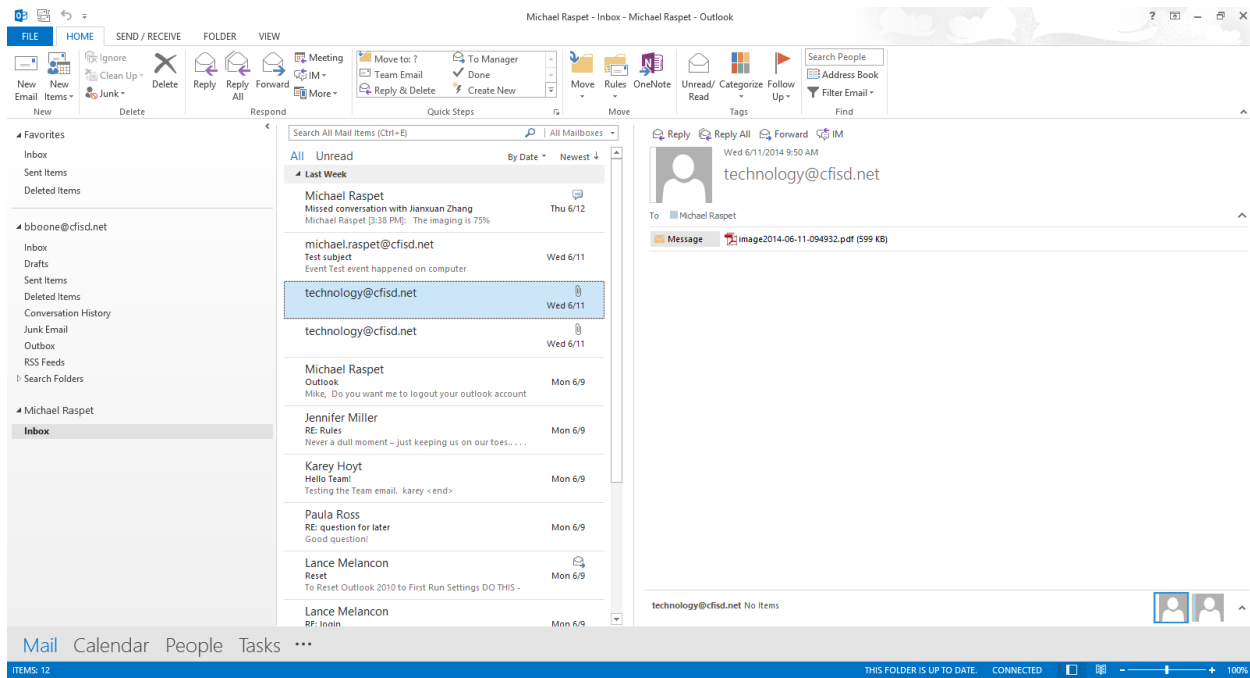
Click on Next



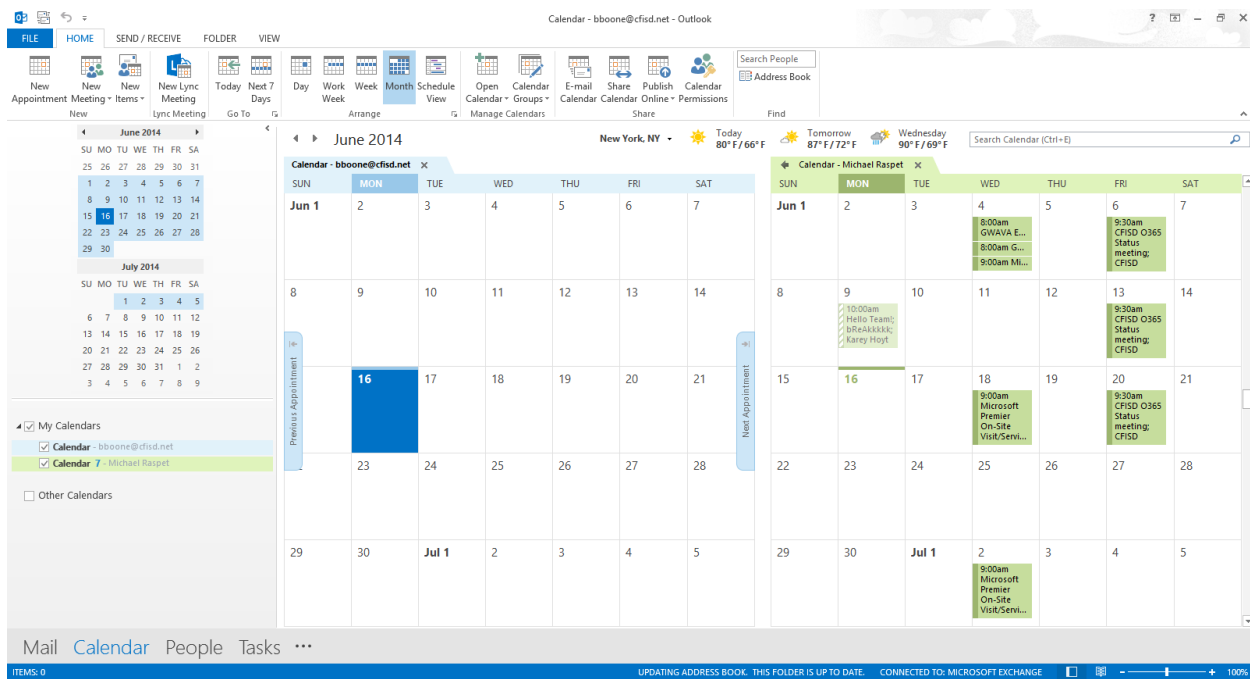
Click on Finish



Click on Close



Back in the Outlook client you will see a folder view on the left pane with the person's name. Expand it to view the folder(s) that you have access to view if applicable.



Click on the "Calendar" tab at the bottom. You will see a button on the left pane for the person that has delegated you access if applicable. You can view the calendar view side by side with your view.