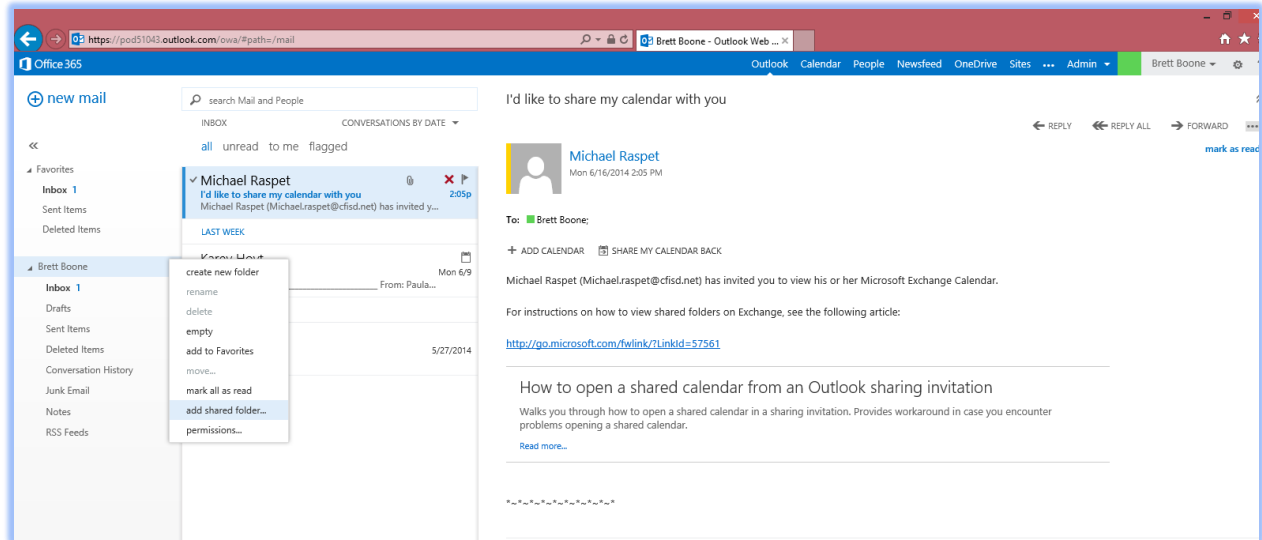
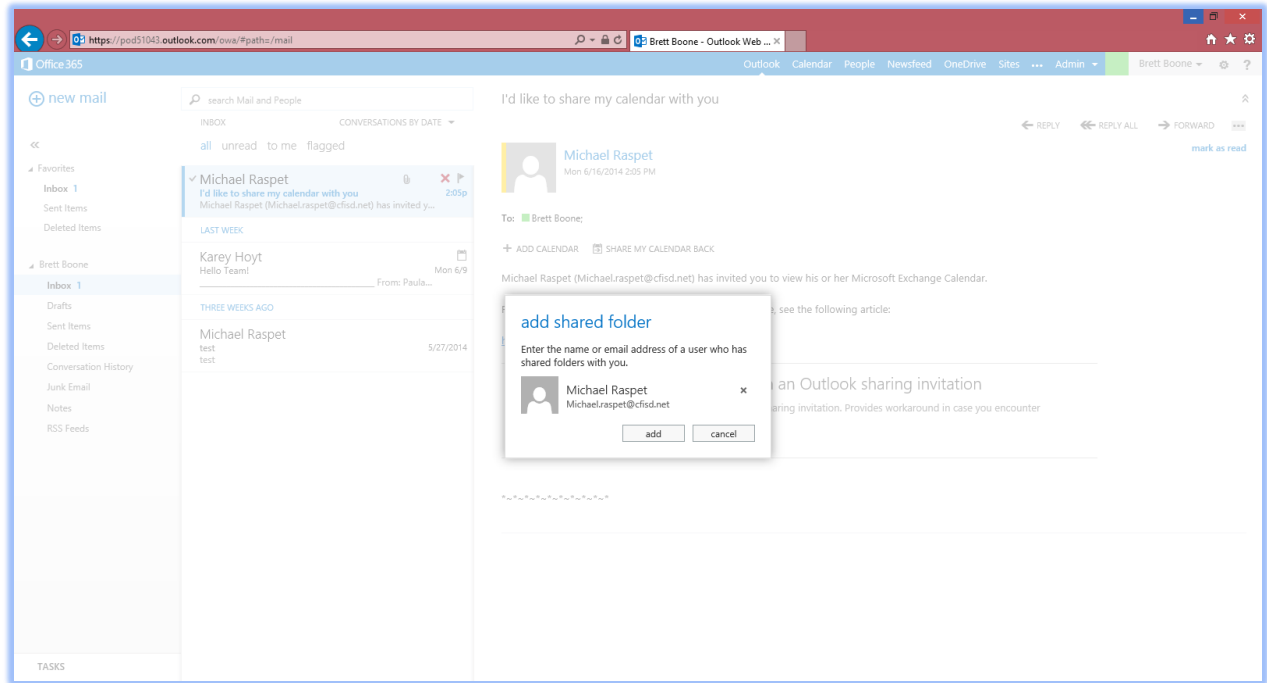


How to Access another user's Microsoft 365 Account (Web Access)

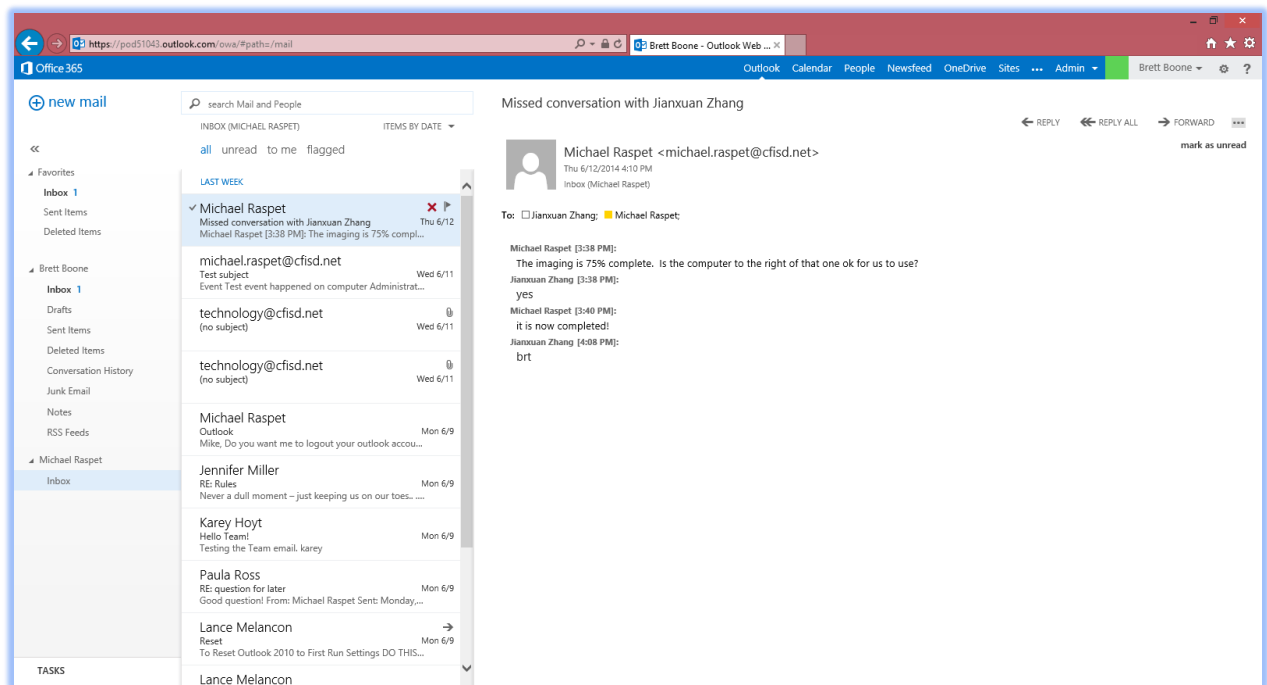
Access Delegated Mailbox



Within the Outlook Web Access screen, highlight your name on the left pane and right click then select “add shared folder”

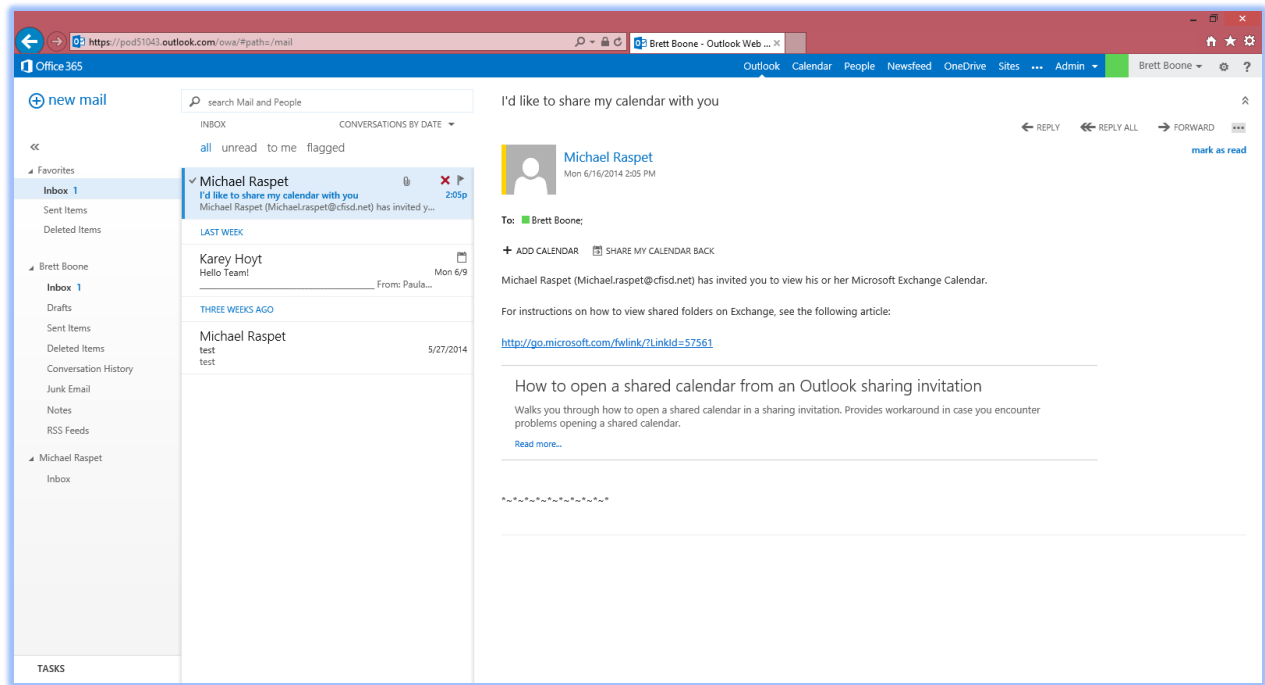


You may enter the user's first and last name or the email address if known, once found select then click on the add button.

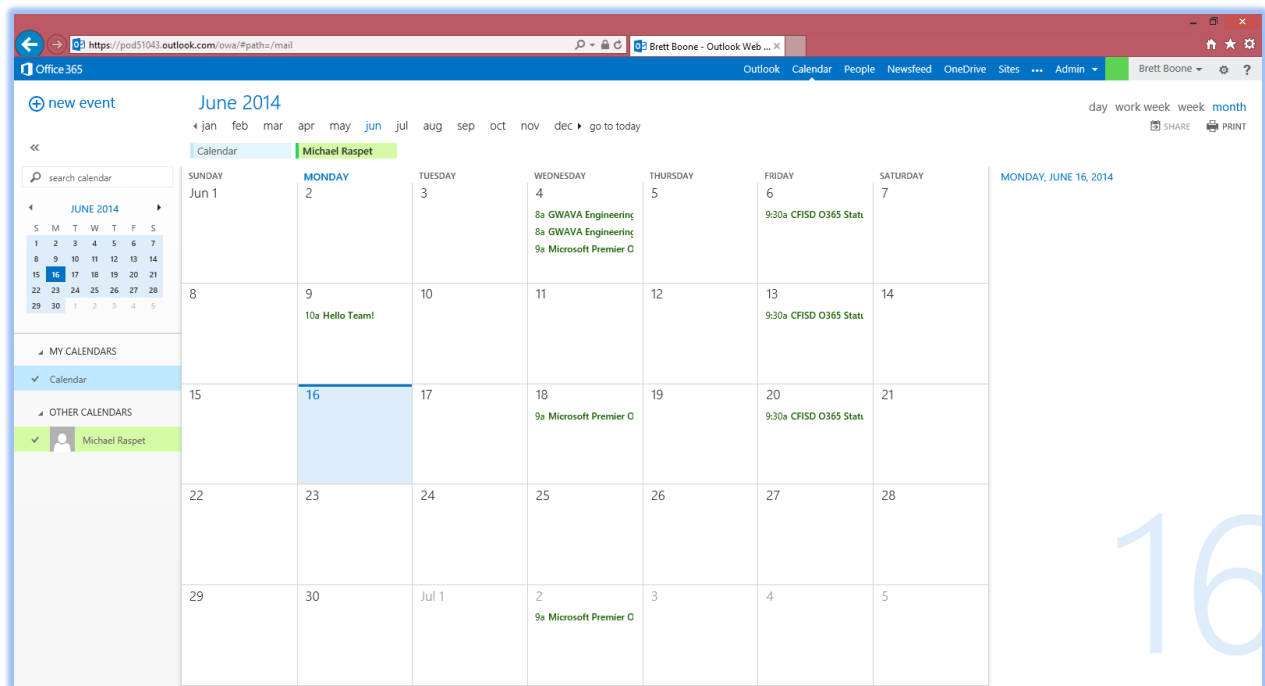


You will now see a folder view on the left pane with the person's name. Expand it out and any folder that you were granted access to use will be displayed.

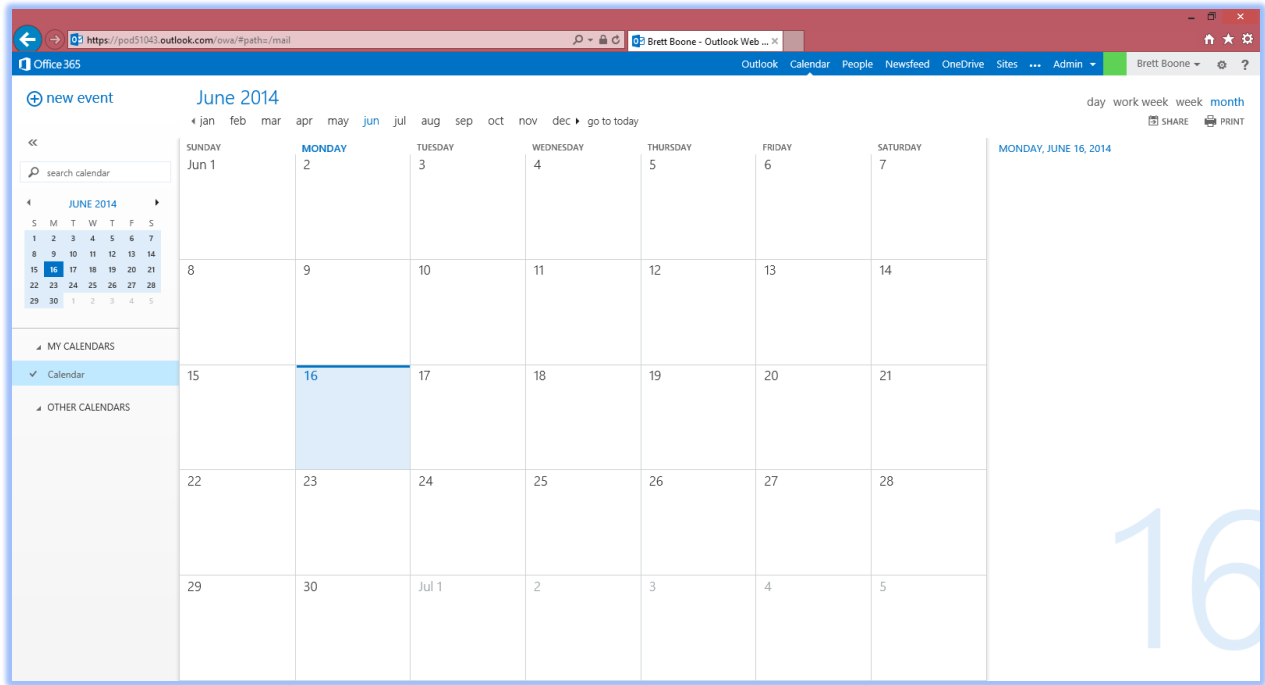
Access Delegated Calendar



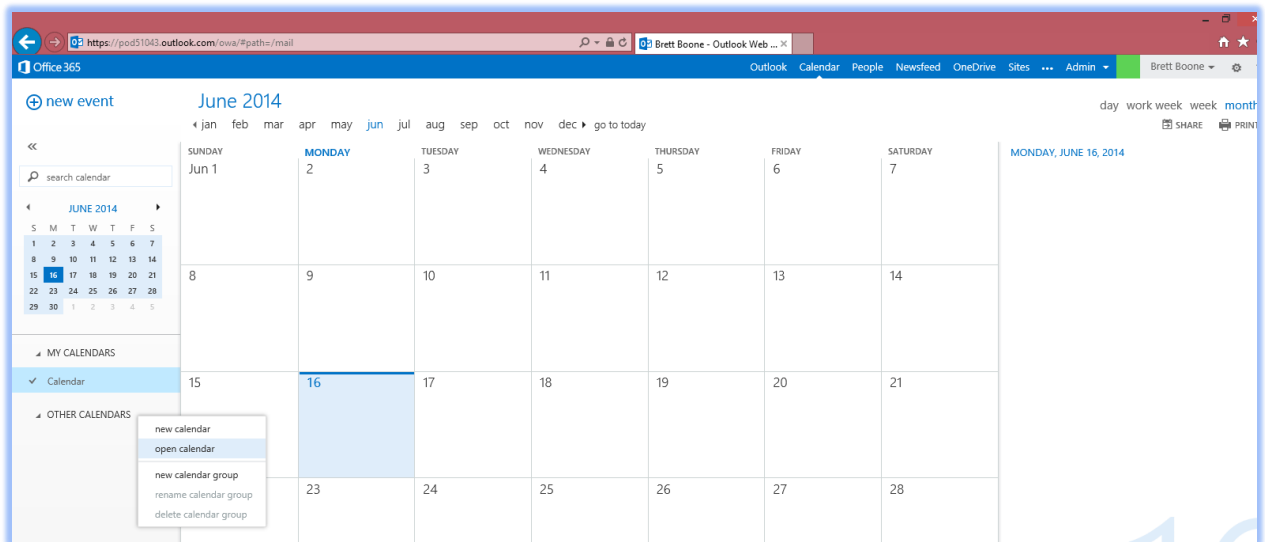
If an email was sent about the delegation, open it and click on the “Add Calendar”. After clicking it will automatically open the calendar view and add the person’s calendar to your view as shown below.

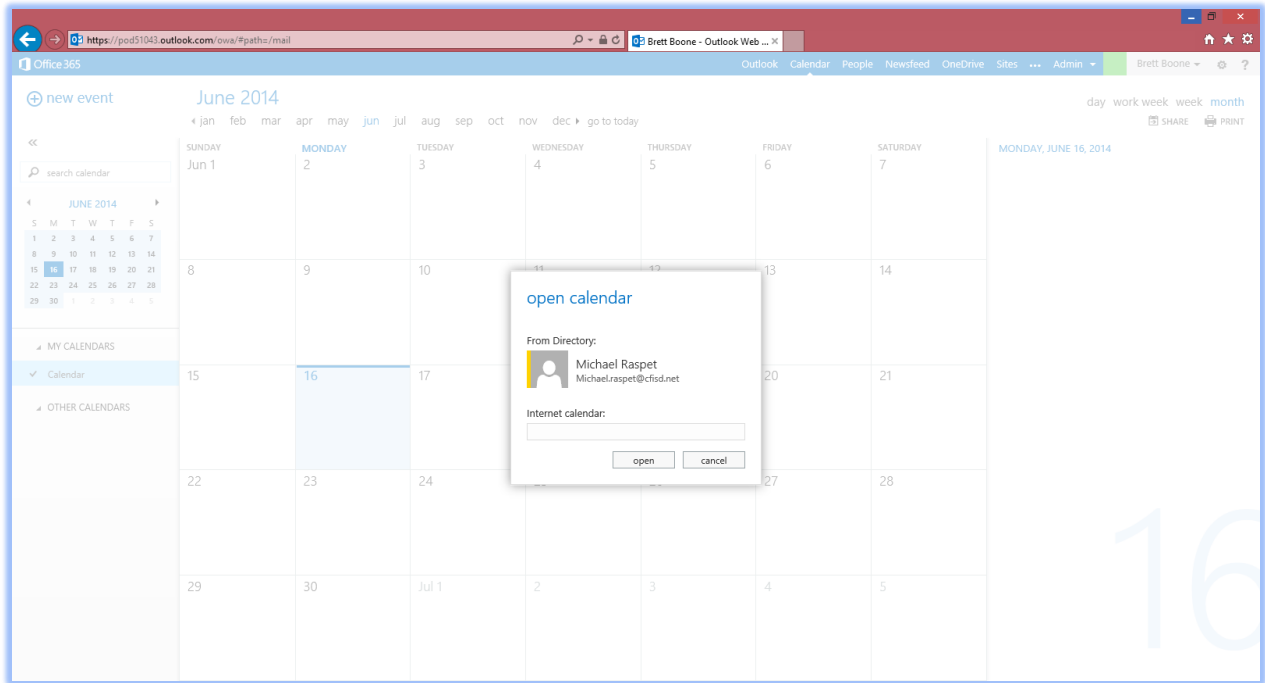


If no link was sent, you may go to your “Calendar” view in Office 365 Web access.

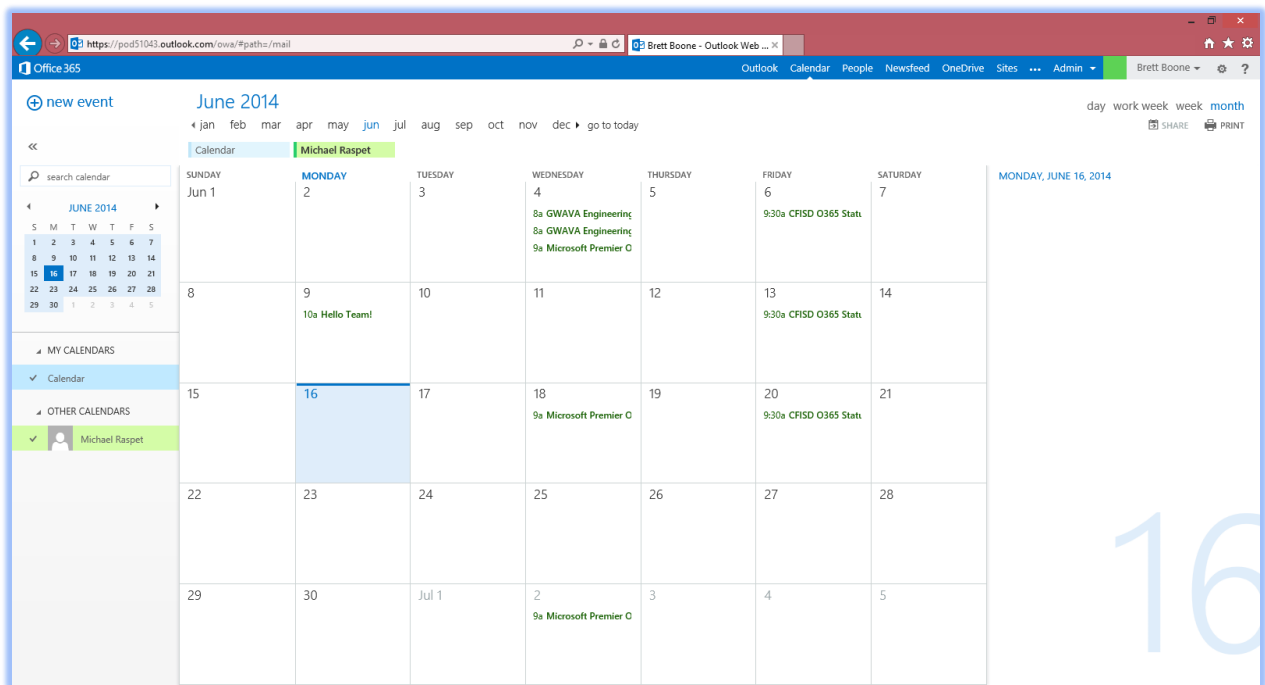


On the left pane right click on “Other Calendars” and select “open calendar” as shown below.





Type in the name or email address of the person you are trying to add in the "From Directory" field and then click on open



Calendar view will now be shown for the user.