

## How to display the mailbox of someone else in Outlook

### Product

	Name	Version
System	Windows/Mac	
Application	Outlook	365 license

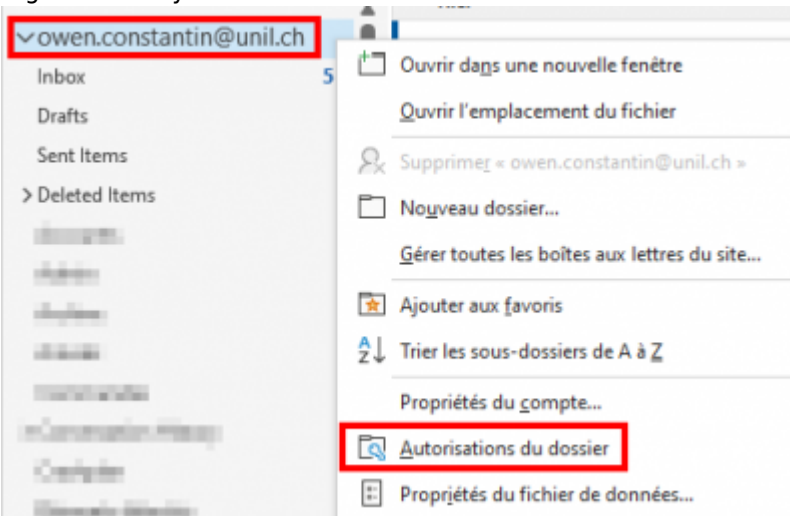
### Description

How to display the mailbox of someone who [allowed you to manage his mail](#).

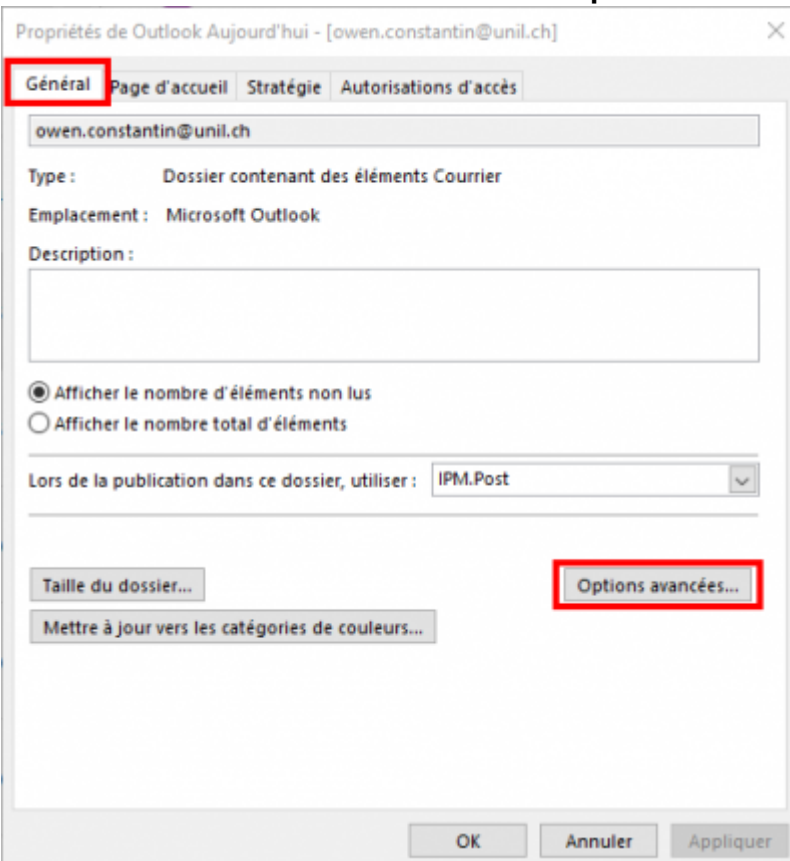
### Solution

#### Windows

1. Open Outlook and go to your e-mails.
2. Right-click on your account and click on **Permissions**.

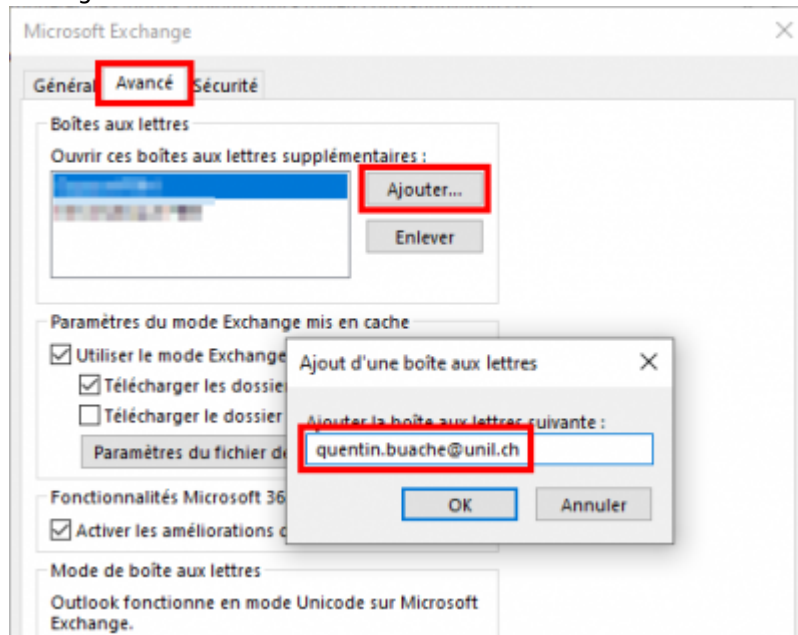


3. Go to the **General** tab and click on **Advanced options**.



4. Go to the **Advanced** tab and click on **Add**. Insert the e-mail address of the person who allowed you to

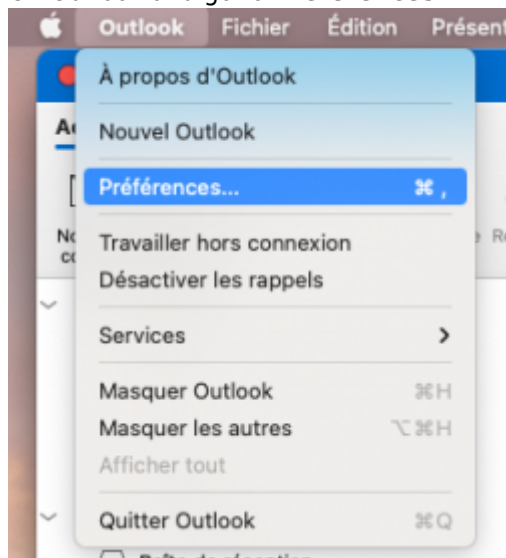
manage the mailbox and click on **OK**.



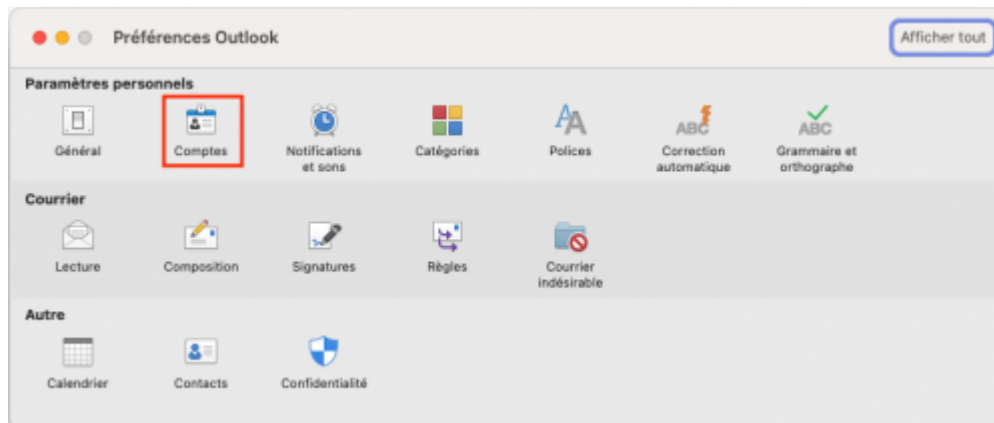
5. The new mailbox will be displayed on the left windows.

## OSX

1. On Outlook and go to **Preferences...**



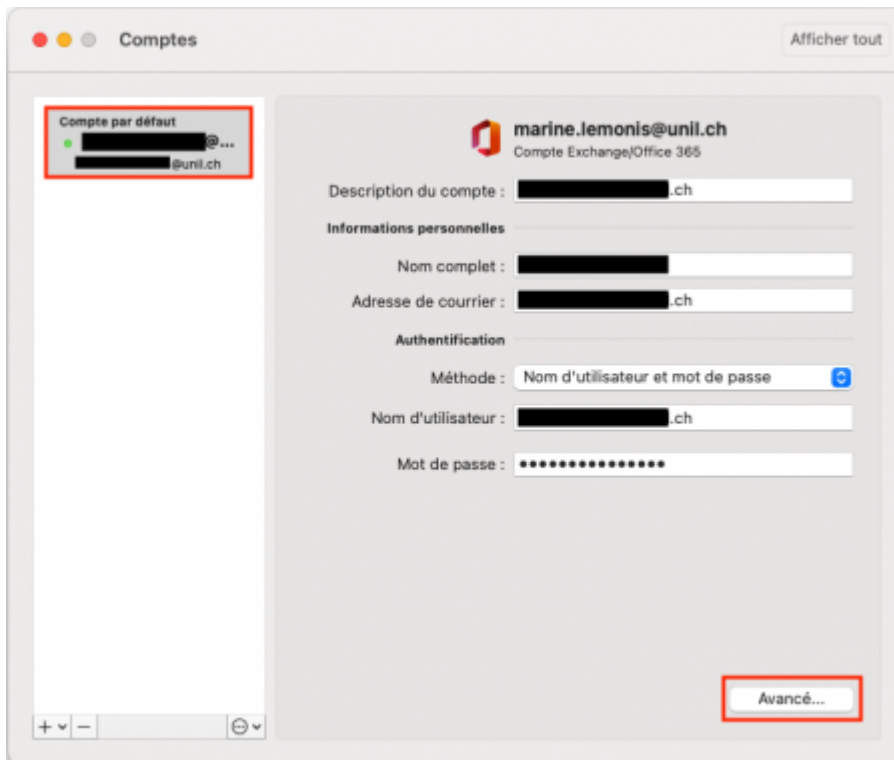
2. Click on **Account**.



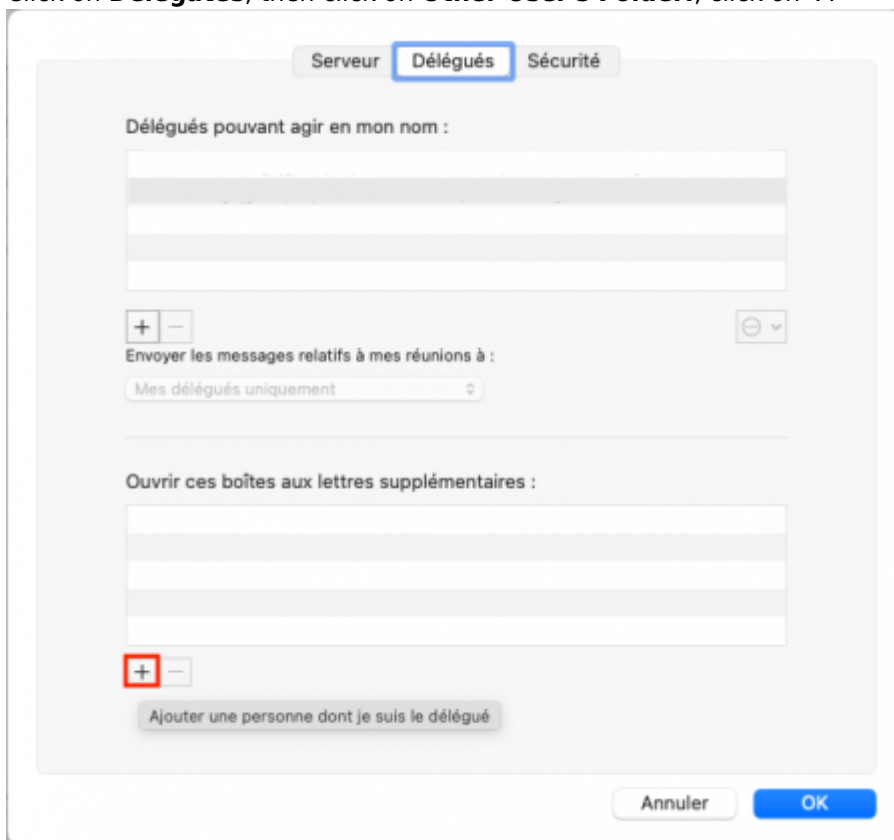
3. On your account, click on **Advanced settings....**

## Programme informatique de la FBM

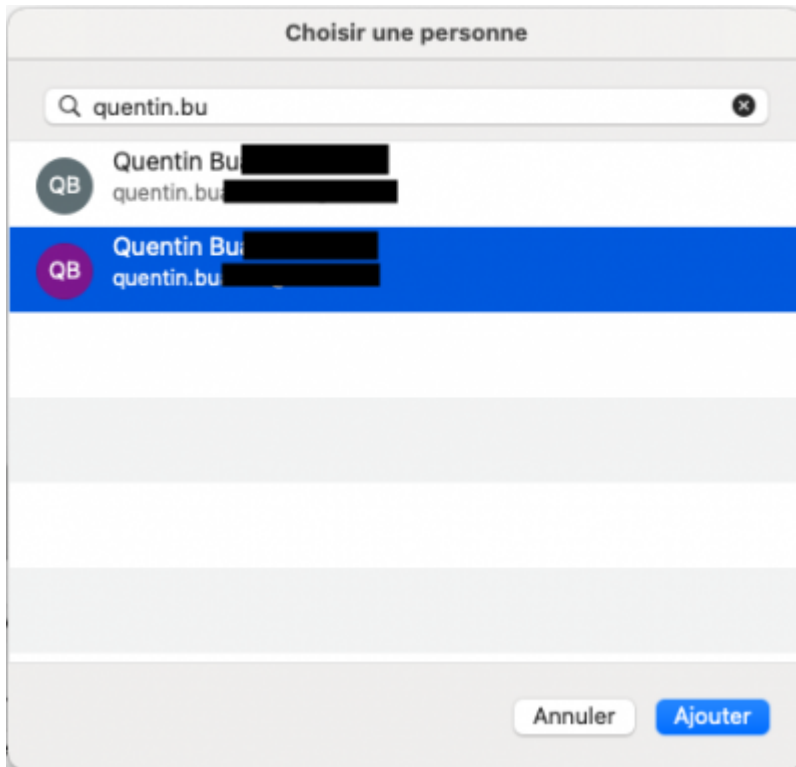
How to display the mailbox of someone else in Outlook



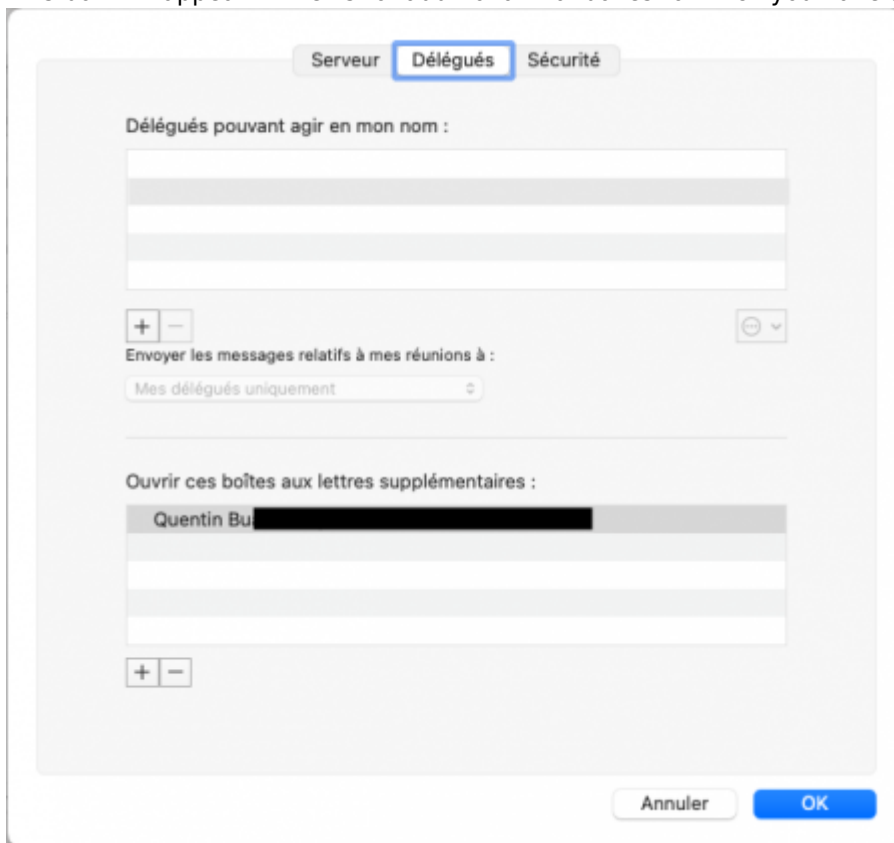
4. Click on **Delegates**, then click on **Other User's Folder.**, click on +.



5. In the new windows, search for the mailbox of the person who delegated their email to you and select it.



6. This box will appear in the list of additional mailboxes to which you have access; click **OK**.



7. The person's account is now displayed in the email list on the left in your Outlook client.

[outlook](#), [email](#), [exchange](#)