

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

### Products

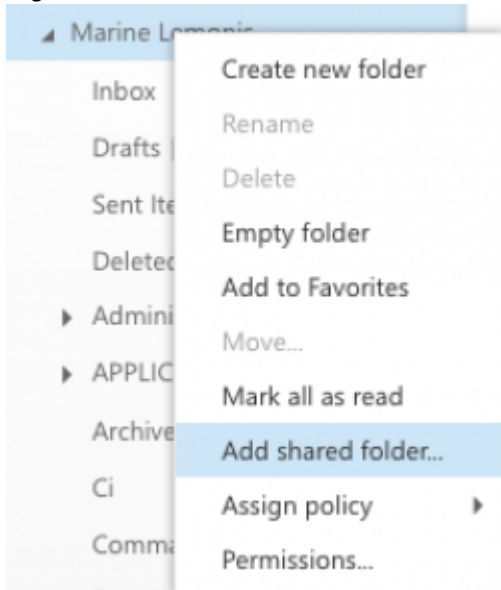
	Name	Version
Application	Outlook Online	

### Description

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

### Solution

- Go to the <http://outlook.office.com>.
- Right-click on the account's name and choose **Add shared folder...**



- Insert the e-mail address to import.
- The new mailbox will be displayed below your own mailbox.

[exchange](#), [email](#), [webmail](#), [importation](#)