

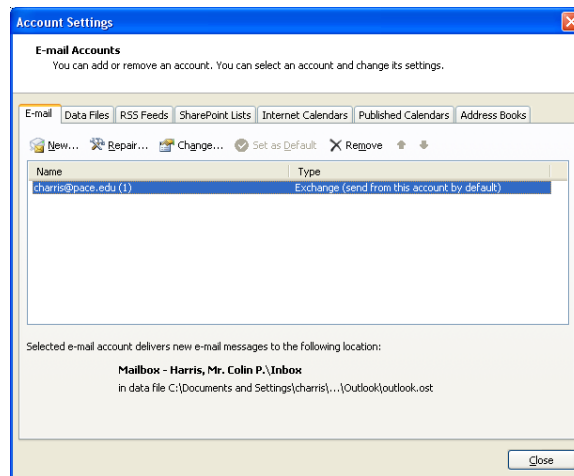
Managing Department and Organization Mailboxes

Introduction

This document contains instructions on how to manage department and organization mailboxes. Please note, if you are authorized in Exchange as the person managing the mailbox, you will be able to open the mailbox for that account as an additional mailbox in Outlook or Outlook Web Access.

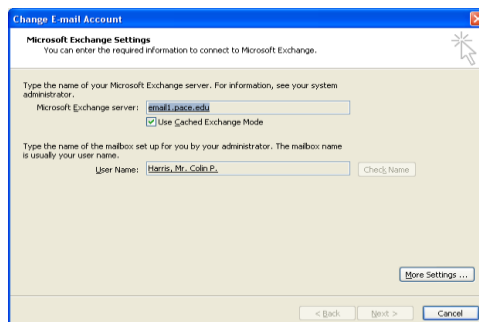
- open **Microsoft Outlook 2007**
- click **Tools** and select **Account Setting**

The *Account Settings* dialog box displays with your current e-mail account.



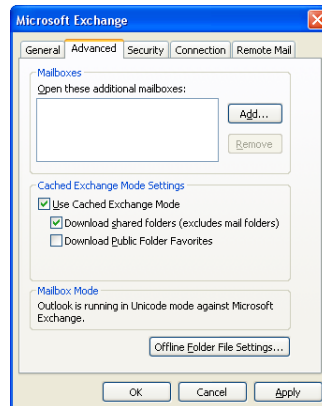
- select your exchange account under the **E-mail** tab
- click **Change**

The *Change E-mail Account* dialog box displays.

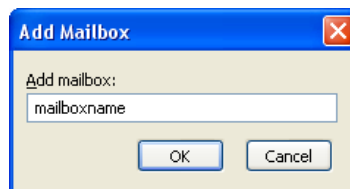


- click **More Settings**
- click the **Advance** tab

The *Microsoft Exchange* dialog box displays.



- click **Add**

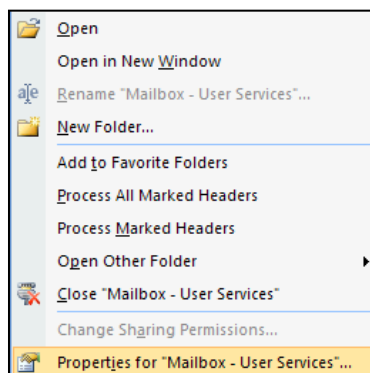


- type *mailboxname* in the **Add mailbox** field
- click **OK**
- click **Next**
- click **Finish**
- click **Close**

Granting others permission to a folder:

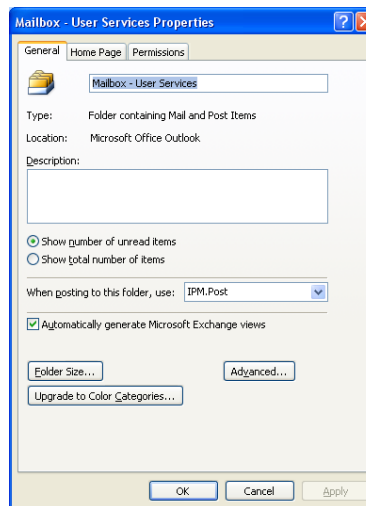
You must first grant permission to the mailbox.

- right-click on the desired mailbox and click **Properties**

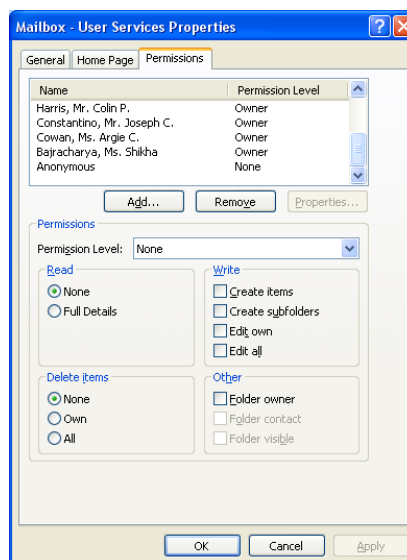


Note: The permissions are not inherited. If you wish to give access to every folder in the mailbox, you must perform the following steps for the mailbox, and then repeat the steps for every folder inside the mailbox that you want them to have access to.

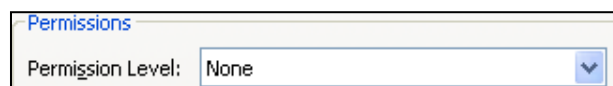
The *Mailbox - MailboxName Properties* dialog box displays.



- click **Permissions** tab




- click **Add**
- find the name in the **Global Address Book** and click **OK**
- choose the level of permission using the down arrow next to **Permission Level**

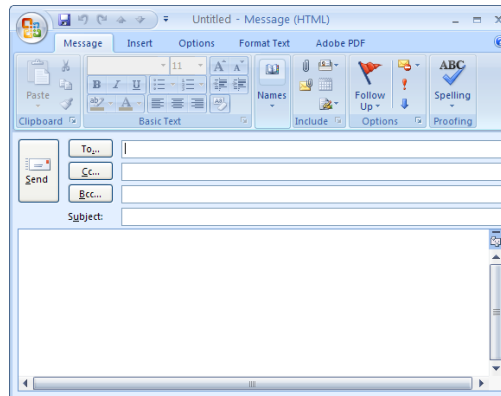


- click **OK**
- repeat the above steps for each folder you want to grant access on

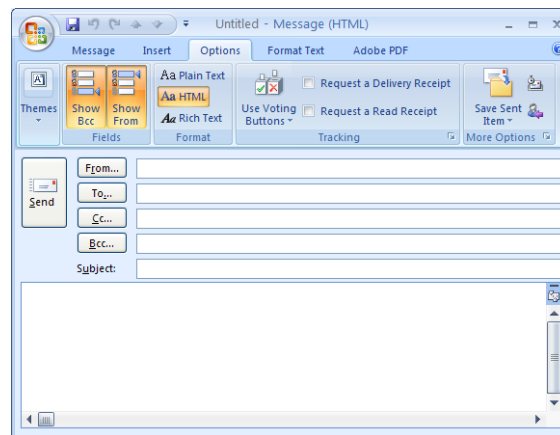
To send mail from departmental mailbox in Outlook 2007:

- click **New** 
- or-
- click **Actions** and select **New Mail Message**

The *Untitled Message* window displays.



- click the **Options** tab
- click **Show From** in the **Fields** group



Note: The 'From' line will appear on your new message screen (These steps only have to be done once. The next time you want to send a message, the 'From' line will appear automatically.)

- click **From**
- select the account through the **Global Address Book**

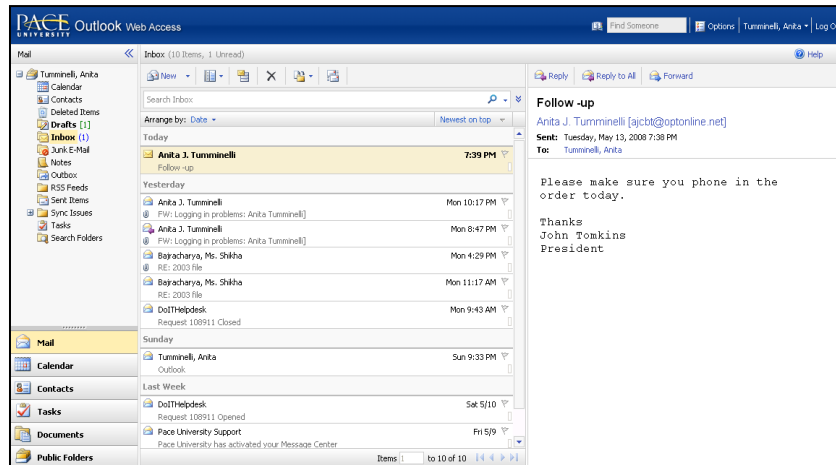
Note: The account must be selected from the global address book. If the account is typed in the "From" field, you will be unable to send mail from account. You can only send e-mail from accounts that you have been granted access to by Exchange administrators (i.e., DoIT). You cannot send mail from an e-mail account that you have been given access to by other users.

- compose the e-mail as normal and click **Send**


To open an additional mailbox in Outlook Web Access:

- open **Outlook Web Access**

The *Outlook Web Access* screen displays.




Note: In Outlook Web Access, only accounts that you have been granted full access to by Exchange administrators (i.e., DoIT) can be opened. This method cannot be used to open mailboxes that you have been given access to by other users.

- click on the arrow  next to your name located between **Options** and **Log Off**
- type the *mailboxname* in the **Select mailbox** box
- click **Open**

The mailbox will open as a new window.

To close the additional mailbox:

- click  on the mailbox window

Note: Clicking **Log Off** on the mailbox window will log you off all Pace web accounts that are opened.