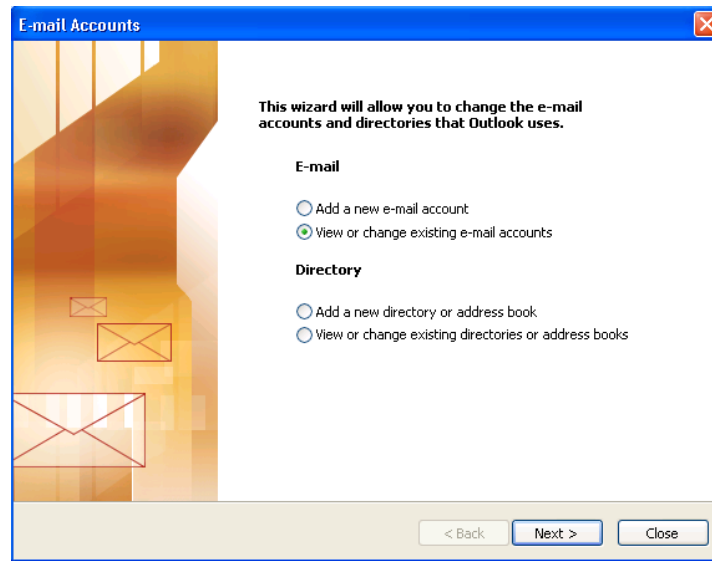


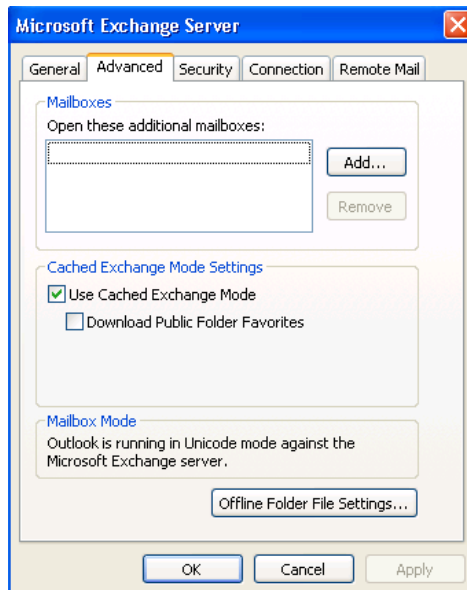
Managing Department and Organization Mailboxes

To open an additional mailbox in Outlook 2003:

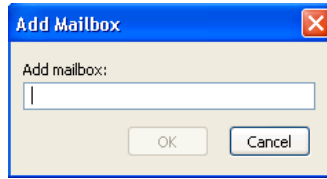
- click **Email Accounts** in the **Tools** menu
- click **View or change existing e-mail accounts**



- click **Next**
- click **Change**
- click **More Settings**
- select the **Advanced** tab



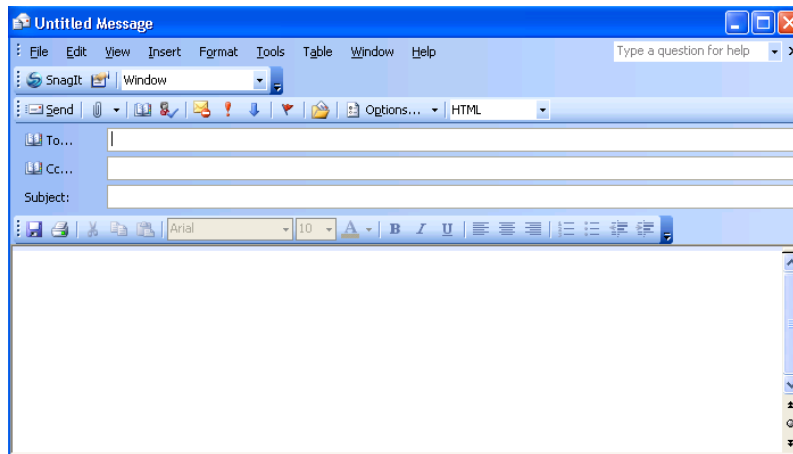
- click **Add**




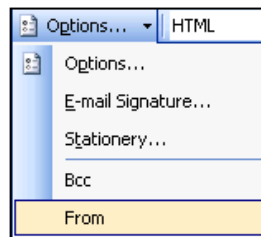
- type the *userid* of departmental account
- click **OK**

To send mail from departmental account in Outlook 2003:

- open new message

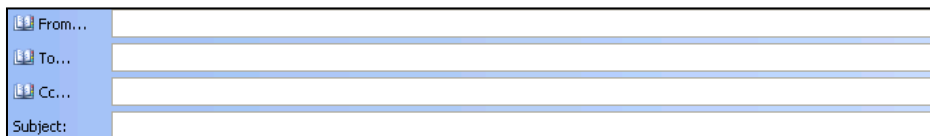



- click the down arrow to the right of **Options** 



- select **From**

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.)

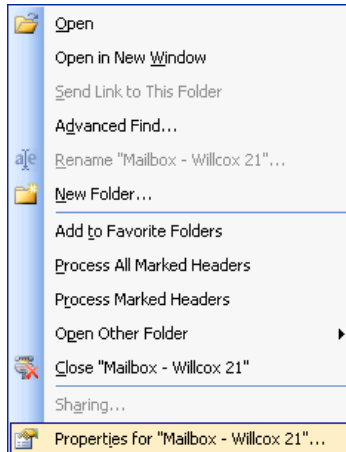


- click  and choose the account through the **Global Address Book**

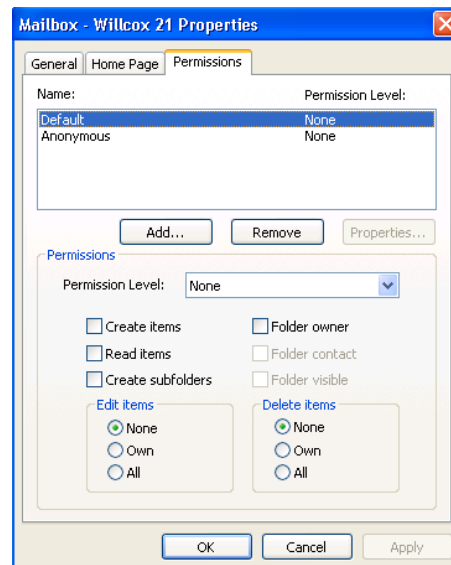
Granting others permissions to a folder:

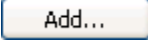
You must first grant permission to the mailbox.

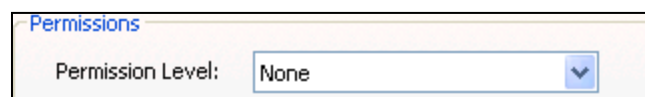
- right-click on the desired mailbox and click **Properties**



- click the **Permissions** tab



- click 
- 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 these steps for each folder you want to grant access on