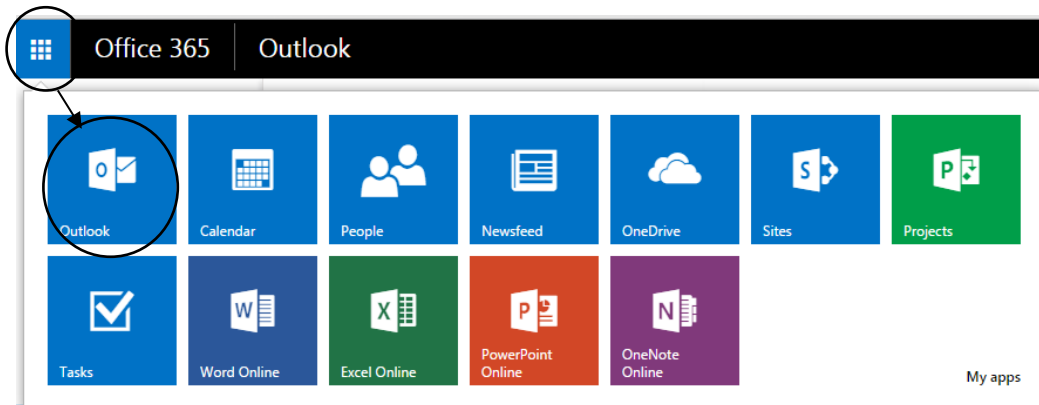


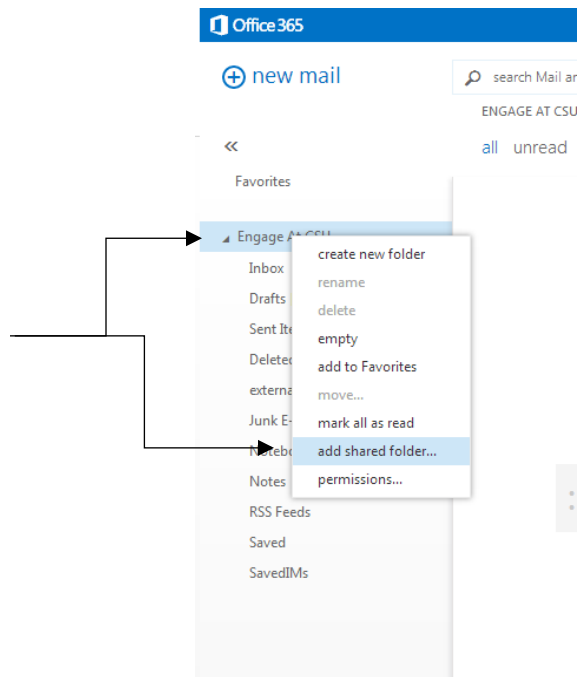


Access an account to which you have been delegated access

- 1) Once you have been granted access to an account, and folder(s) within that account, sign into your account, and open your mail folders.

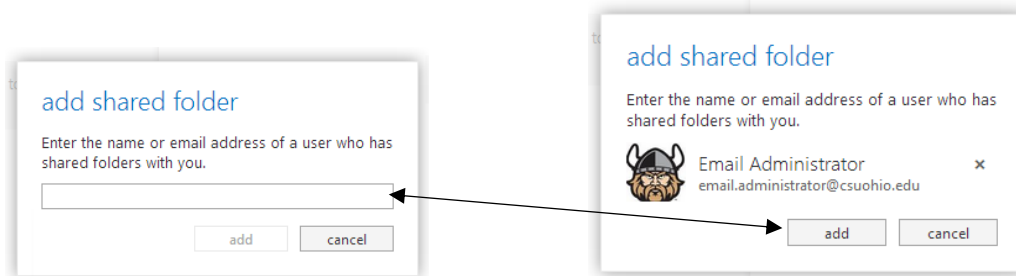


- 2) Right click on your name above the listing of the folders in your account and select “add shared folder”





- 3) In the “add shared folder” screen, enter the email address of the account you are attempting to access, once it is located, confirm that it is the correct account and select “add”. Note: if the individual whose account you are attempting to access has set their FERPA option to “Yes”, then their address will not be listed in the public directory and will not be able to be located. The individual will have to set their FERPA option to “No” to complete this process.



- 4) The system will create a link to the account and add the folder(s) you have been granted access to under those of your account. Please note: should you not see any folders listed under the name of the account you just linked to, simply click on the name of the account and the folders will expand and be listed under the name of the account, with the arrow to the left of the name now pointing in a downward direction

