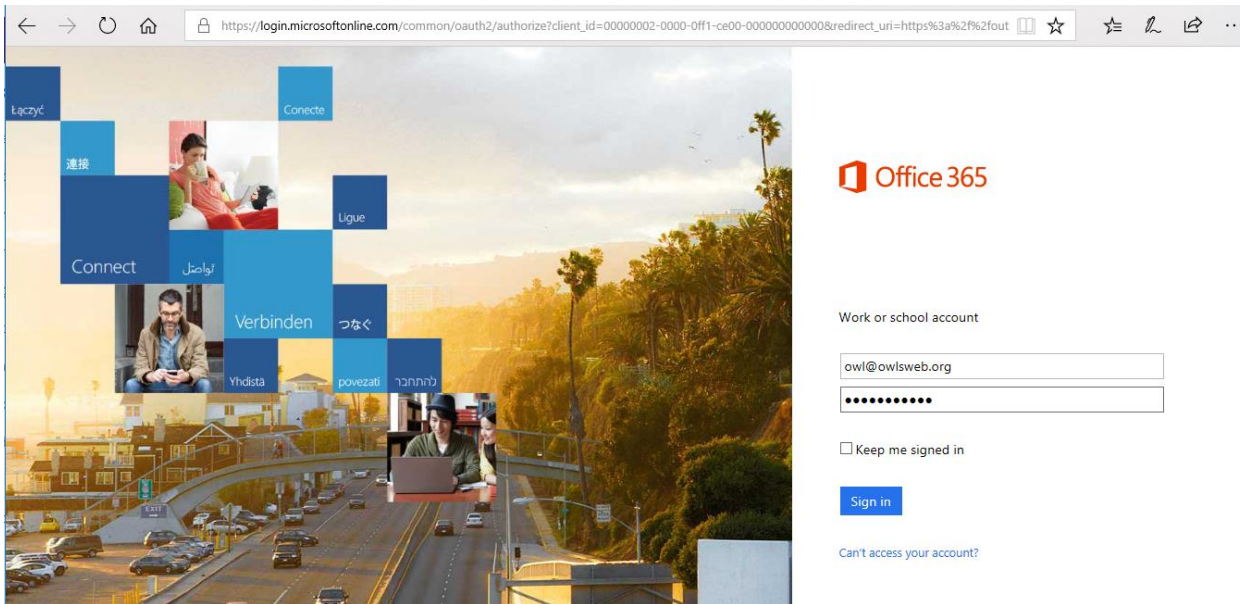
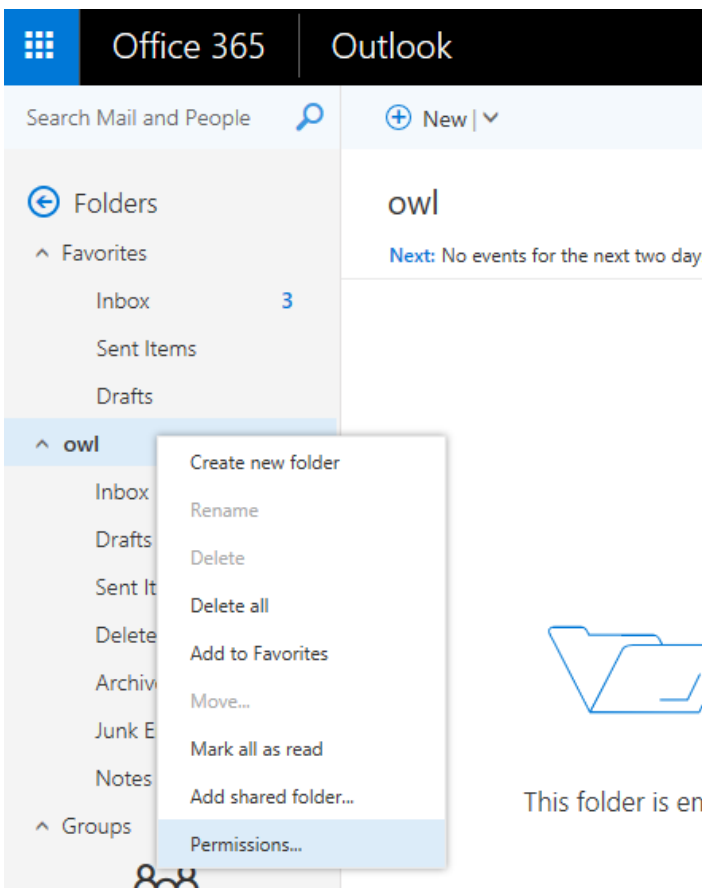


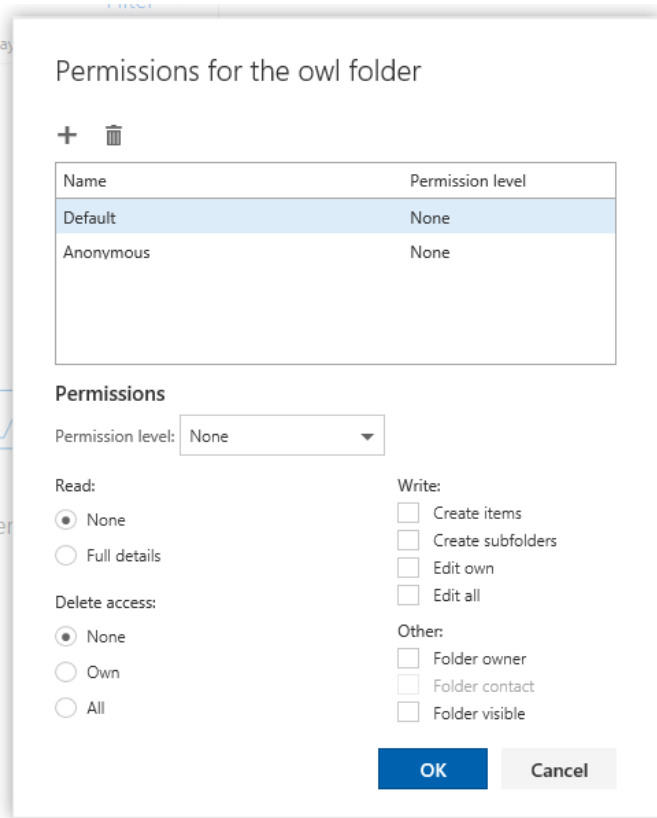
Configuring delegate access in Outlook



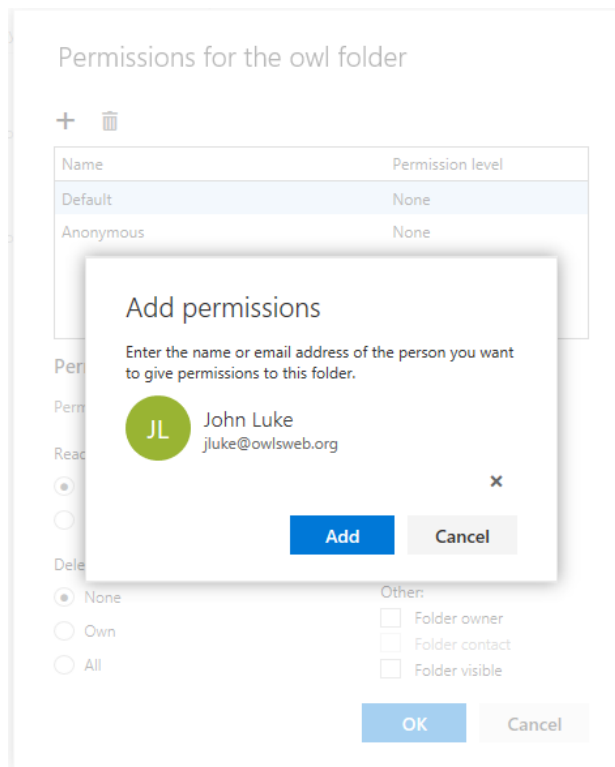
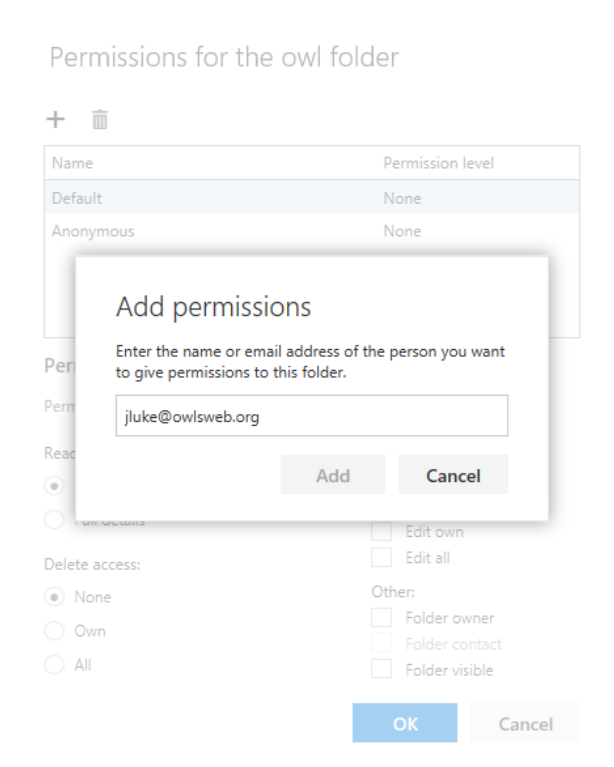
Using OWA (Outlook Web Access), login to your **agency** or **other account** you wish to view in your own account. This is known as *Configuring Delegate Access*.



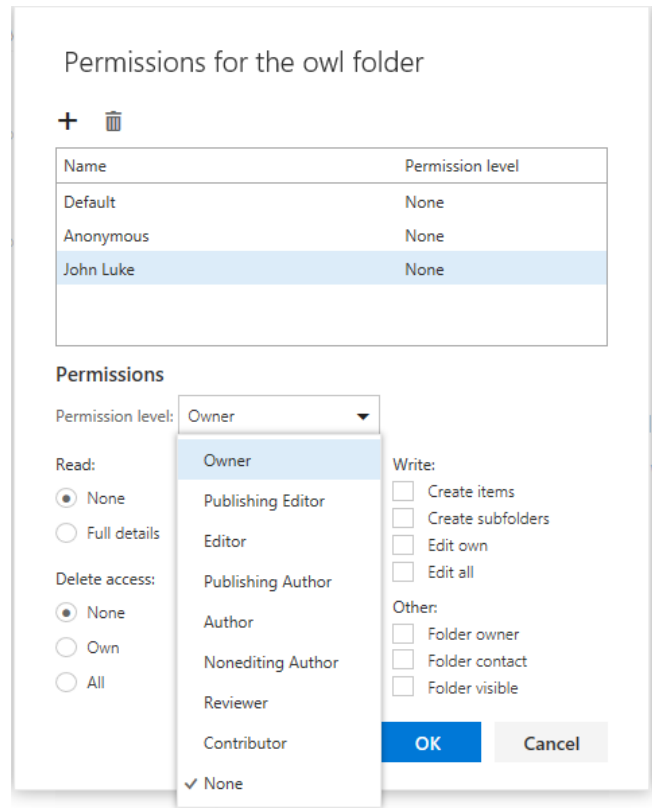
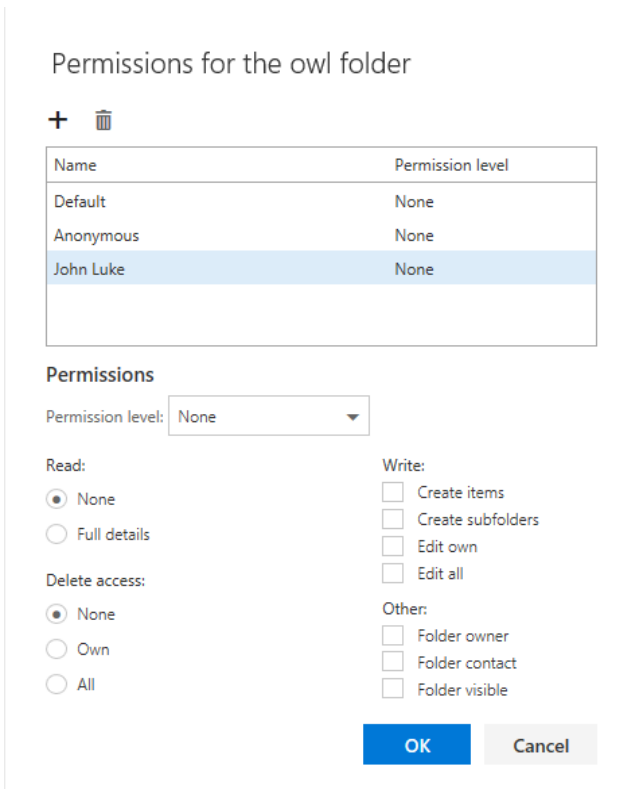
Click on its mailbox **display name**, and select 'Permissions' from the drop down menu that appears.



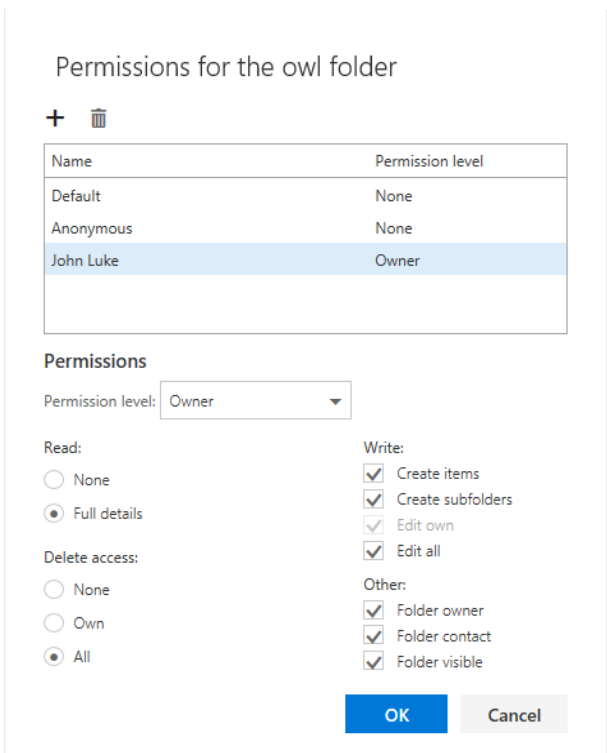
This is what pops up. Click the '+' icon at the top.



Type in **your** email address. Click 'Add'.

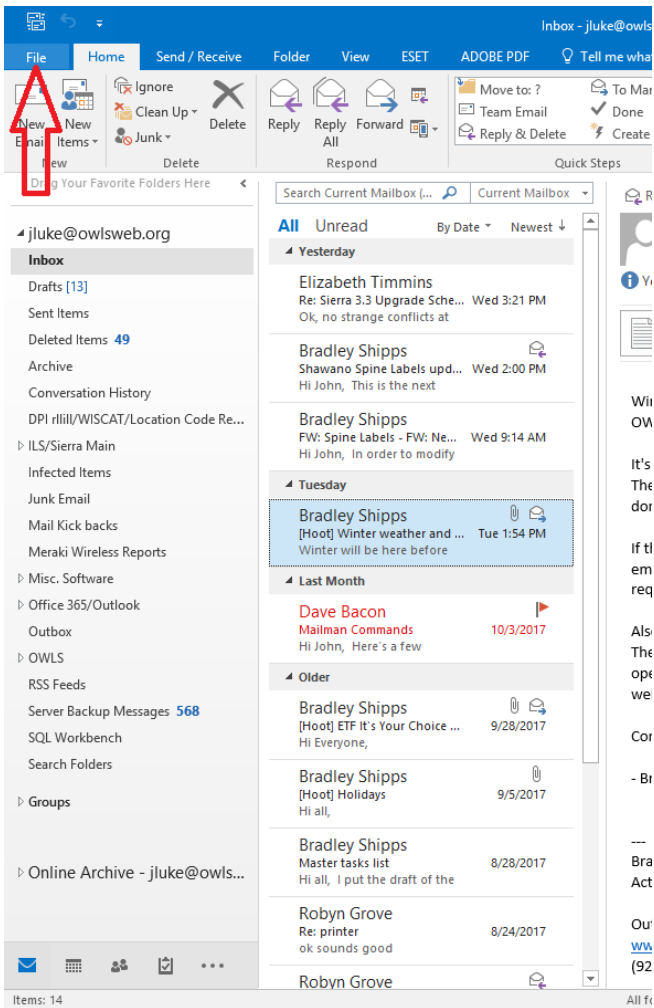


Highlight that added mailbox's display name and in the middle drop down menu labeled 'Permissions', select 'Owner'.

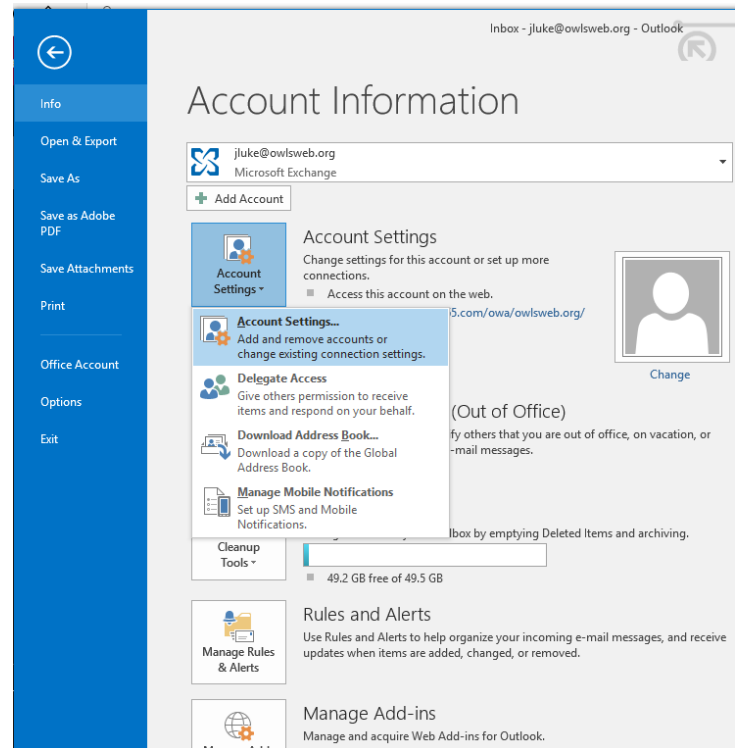
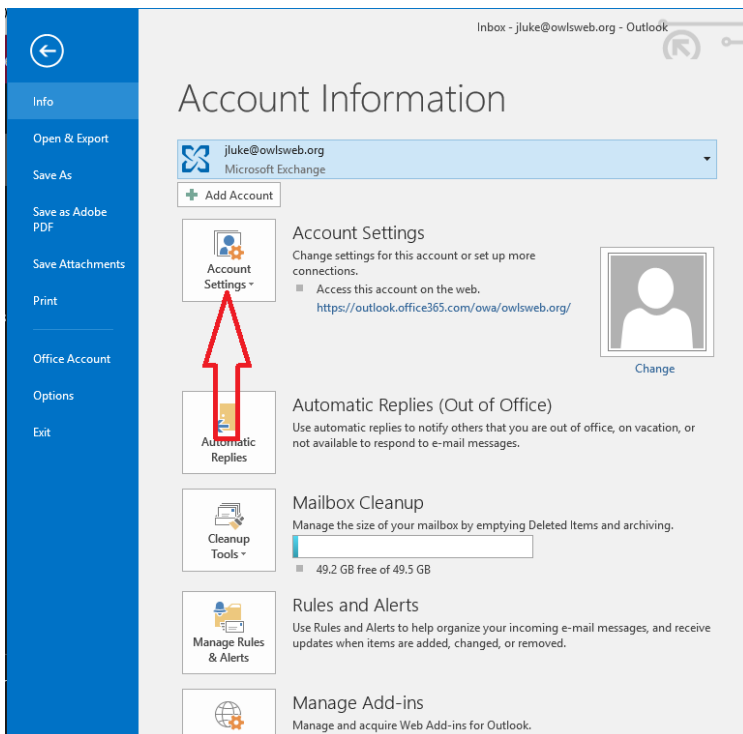


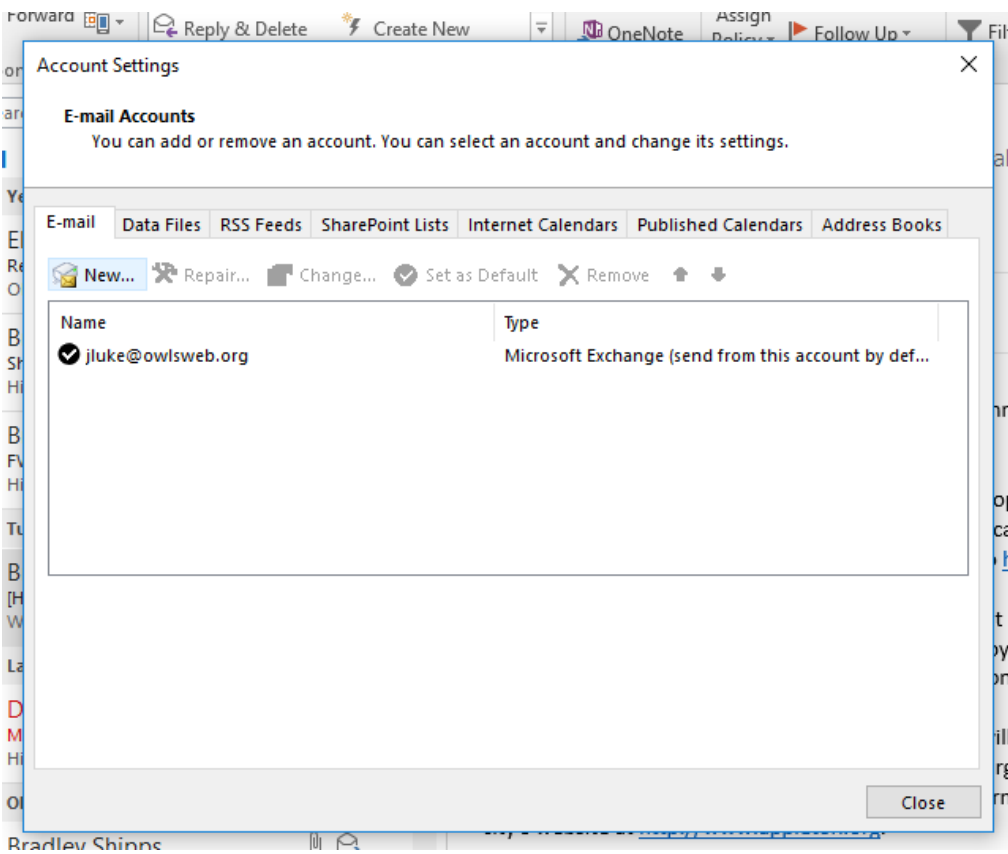
The checkboxes show the added permissions that 'Owner' allows. Click OK. **Your agency mailbox is ready to be shared into your own.**

You can now logout of that **agency or other account** and close that browser window.

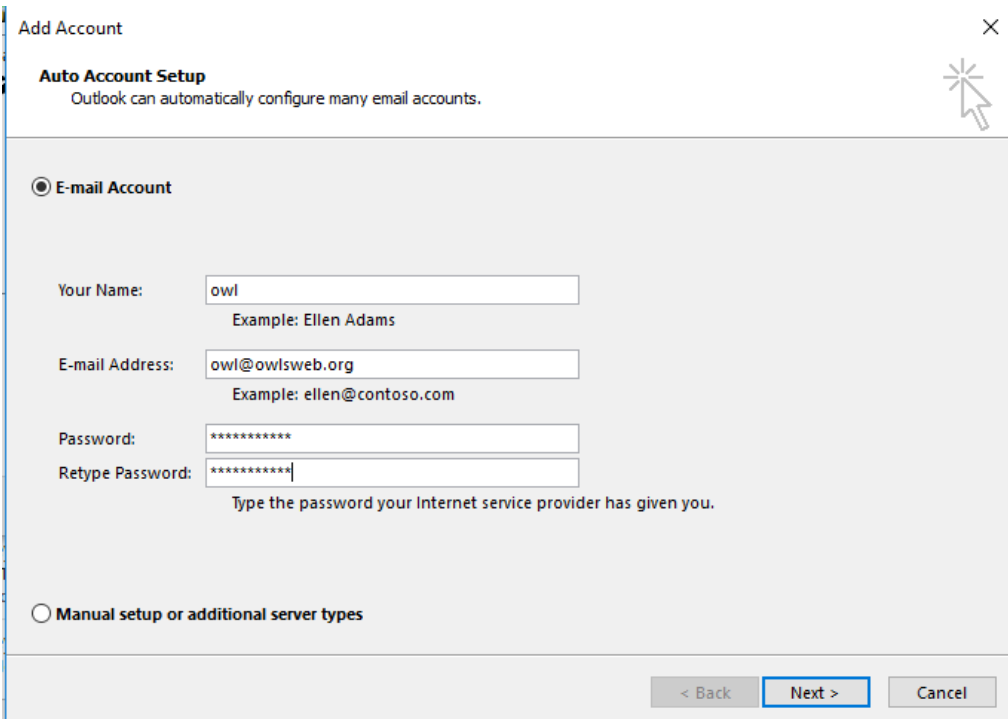


Launch your Outlook client account (desktop app), click on File/Account Settings/Account Settings...Add and remove...



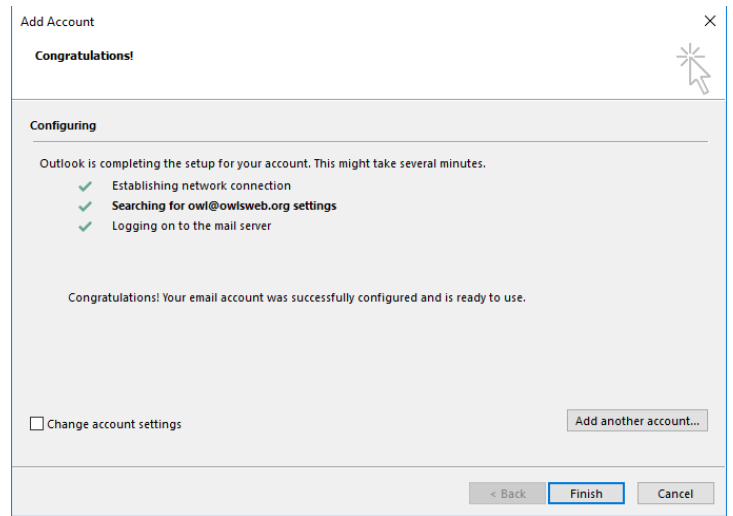
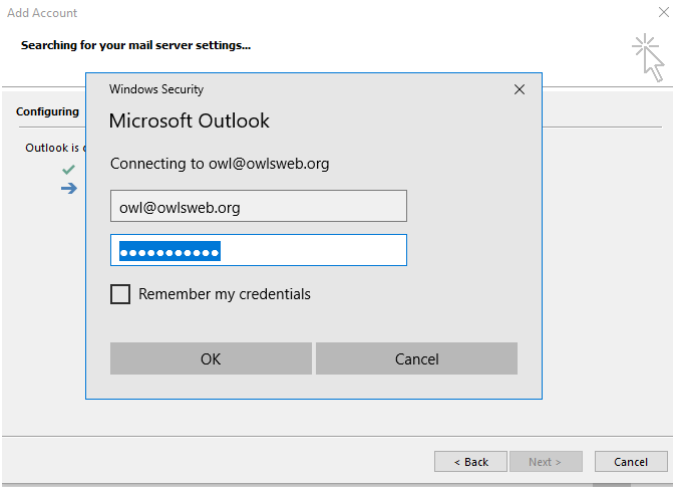


That brings up this Account Settings box. Click on the 'New' button on the left.



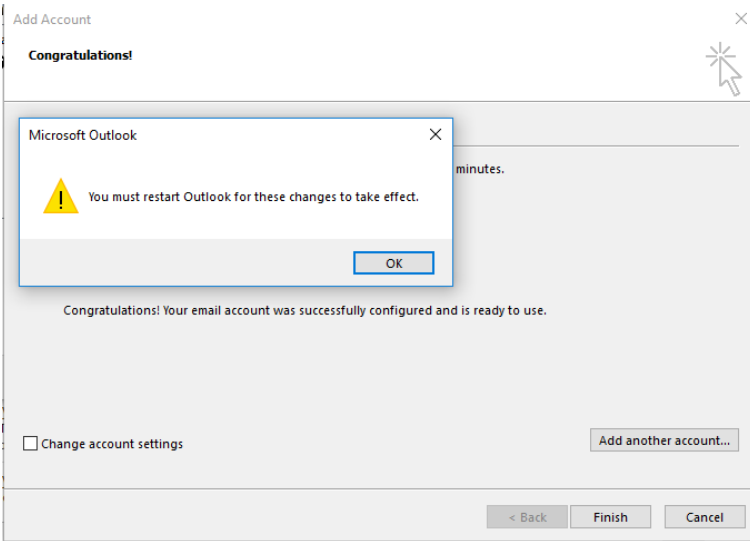
Enter the display name and the credentials of that **agency or other email account** we just configured earlier.

Click 'Next'.

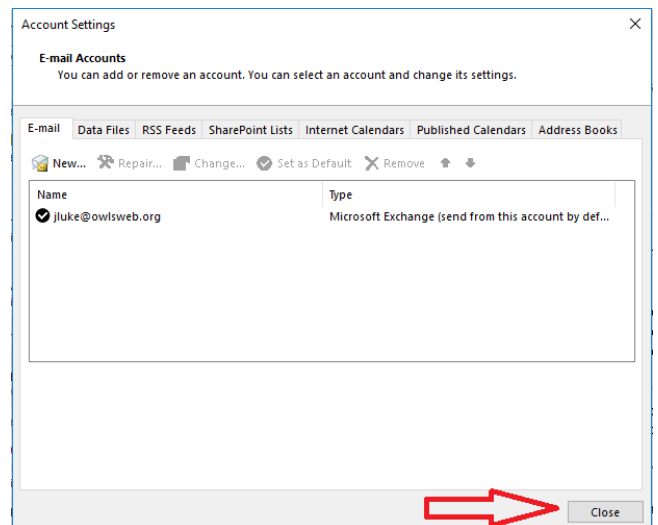


You will be prompted to enter those credentials again. Hit 'OK'.

You will receive confirmation, hit 'Finish'.

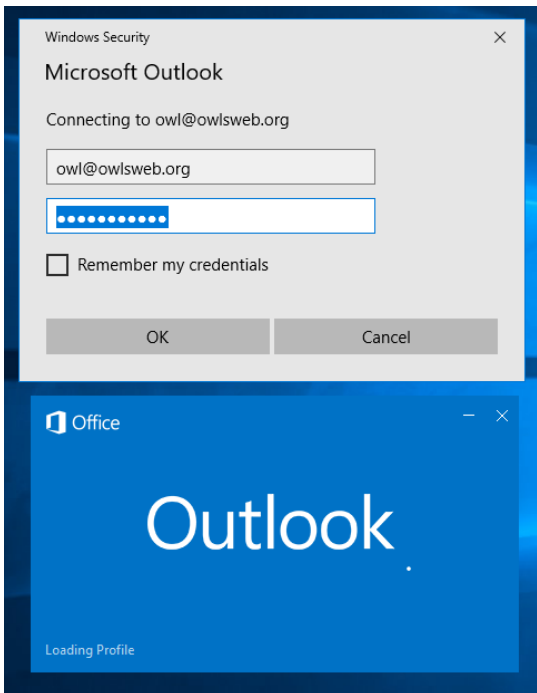


Reminder prompt pops up that you will have to restart your Outlook Client for changes to take effect. Hit 'OK'.

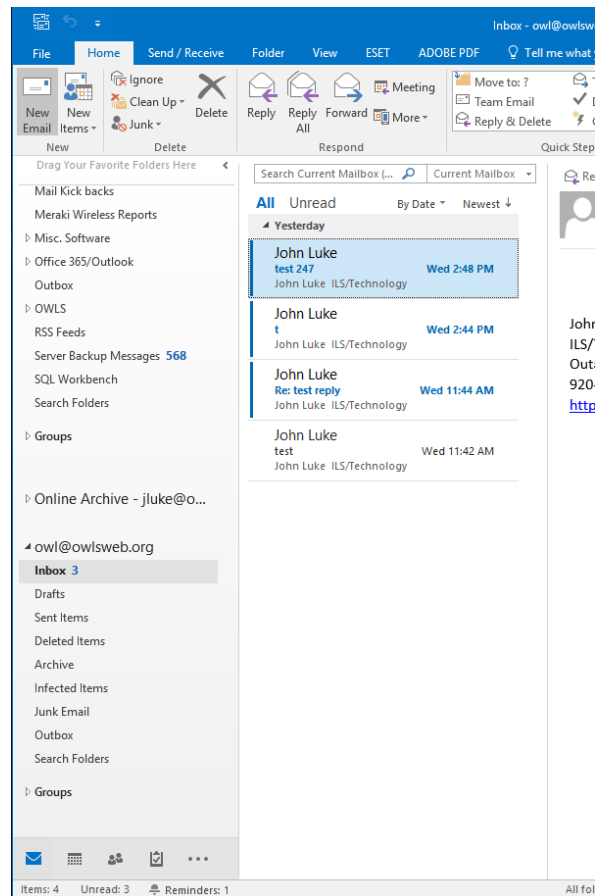
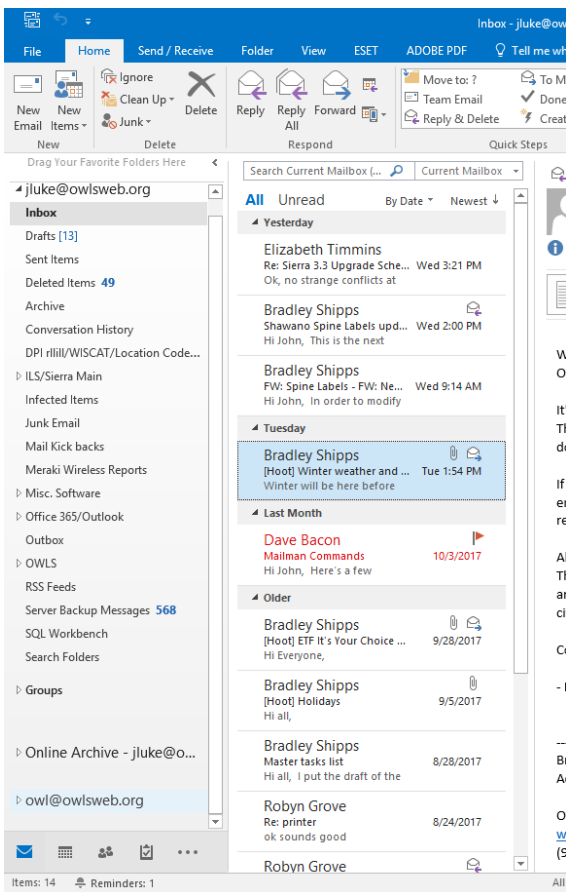


Don't forget to hit 'Close' on Accounting Settings box.

Now you may close your Outlook client.

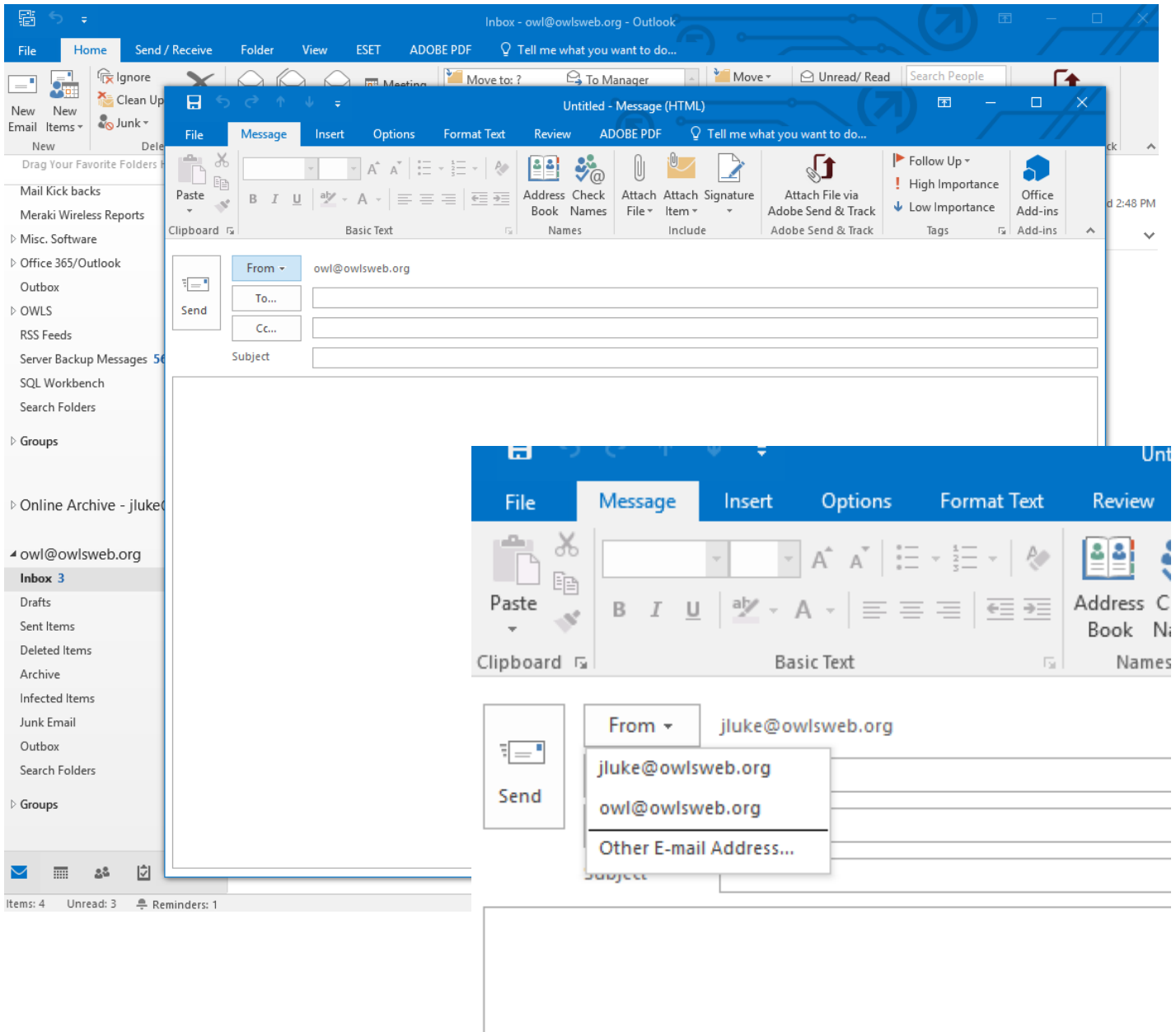


Upon re-launching **your Outlook client account**, you will be prompted to enter the credentials of the **agency or other email account** you want to bring into your main Outlook window. You may click 'Remember' if you wish.

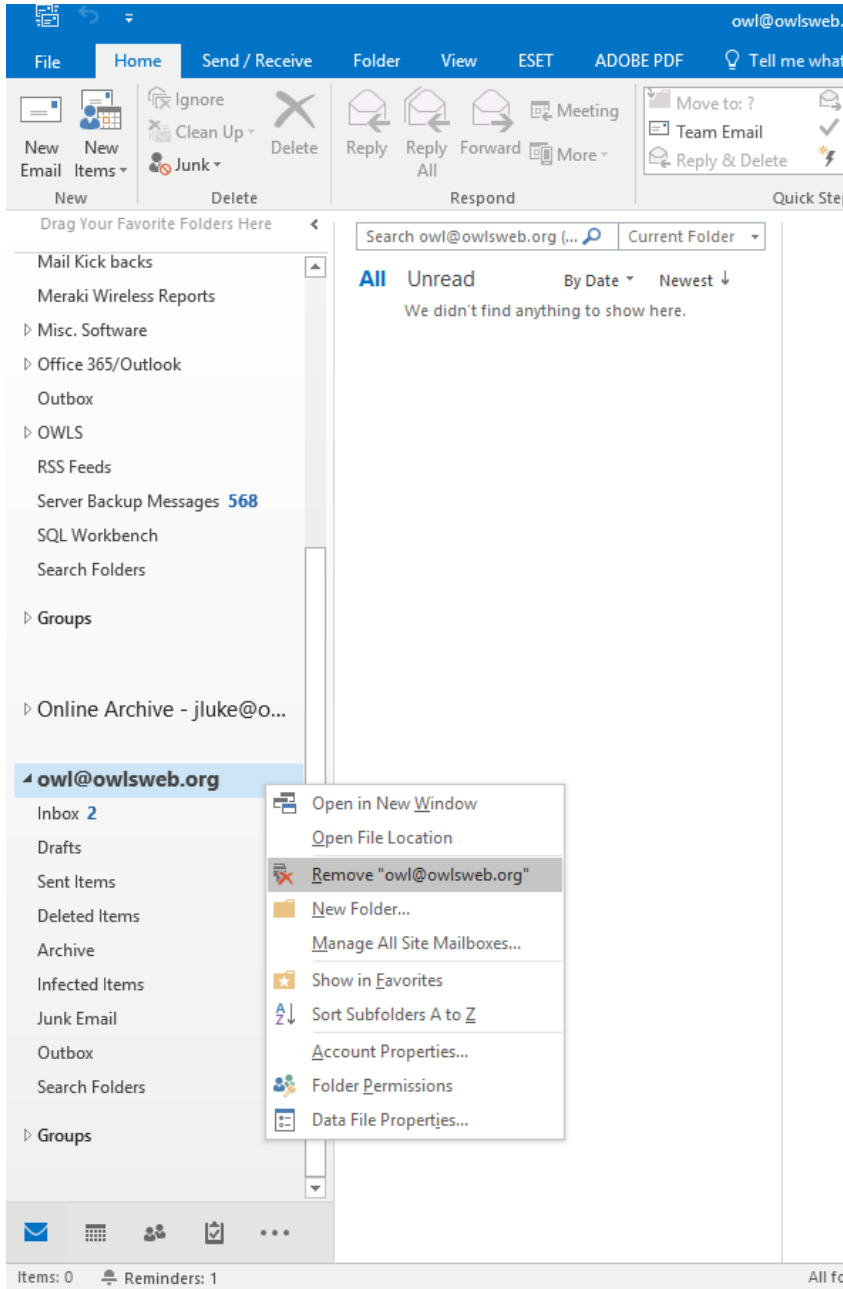


You will now see your **agency or other mailbox** at the bottom of the left side bar.

Toggle the arrow next to the **agency or other mailbox** name to reveal its folders. Then merely click on whatever 'Inbox' you want to use.

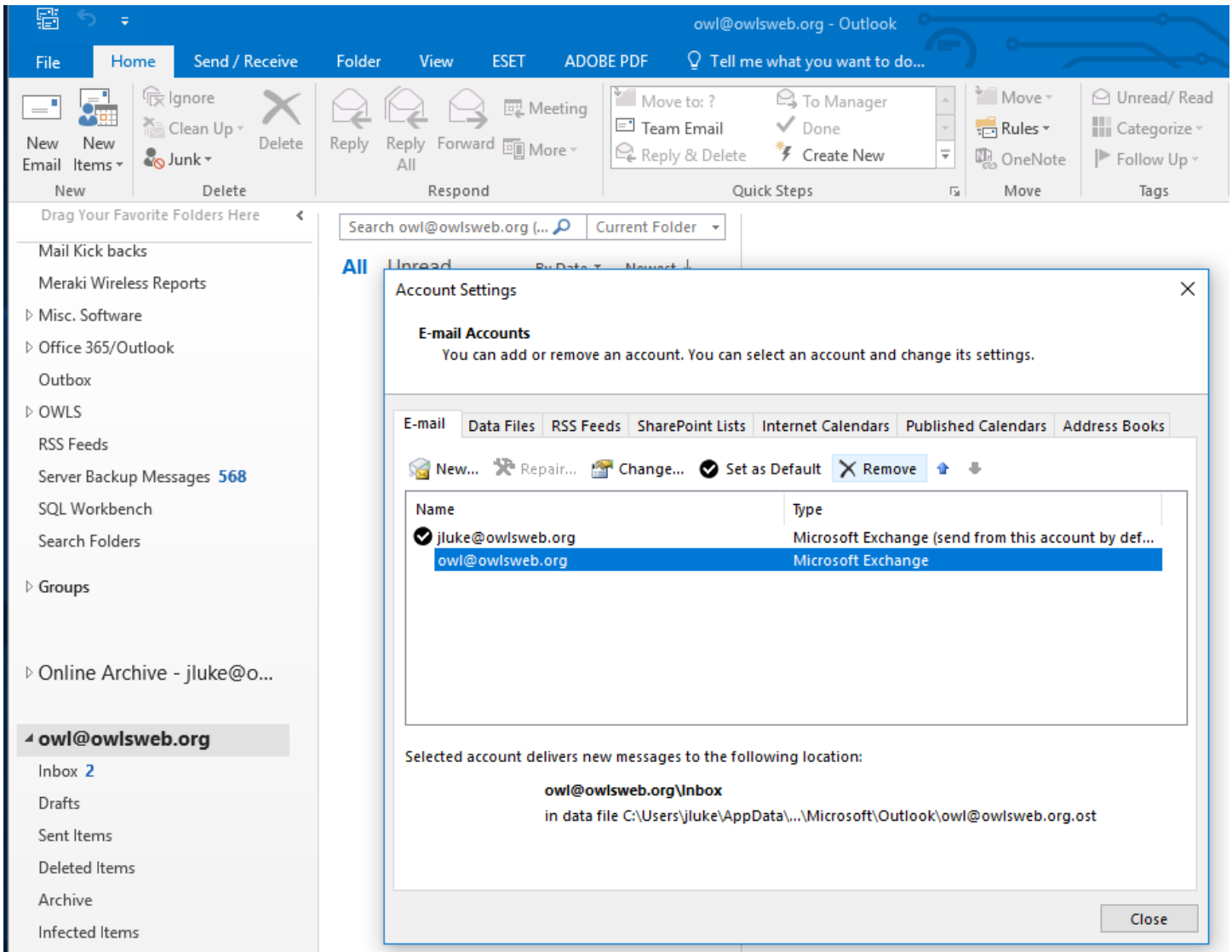


When you create or reply to an email, regardless of what account the original was from, you can click the 'From' button to allow you to select what account it will be sent from. A handy feature.




To remove that **agency or other mailbox** when you decide you don't want it there anymore, there are two ways to do that.

You can highlight its mailbox name in the left sidebar, right click, and hit 'Remove'.



The other way to remove that mailbox is to go to File/Account Settings like we did earlier, and remove it using that window.

Permissions for the owl folder

+ 

Name	Permission level
Default	None
Anonymous	None
John Luke	None

Permissions

Permission level:

Read:

- None
- Full details

Delete access:

- None
- Own
- All

Write:

- Create items
- Create subfolders
- Edit own
- Edit all

Other:

- Folder owner
- Folder contact
- Folder visible

To remove that custom permission from your **agency or other account**, login into that account in OWA, right click on the 'Inbox', select 'Permissions', highlight **your mailbox's user name**, click on the 'Trash' icon to remove your name from that list and hit 'OK'. You may logout and close out of that browser window if you prefer.