Providing Outlook Inbox Access (Outlook 2013)

Introduction

This procedure outlines the steps necessary to provide others access to your outlook inbox

Modifying Inbox Permissions

1. Open outlook, in Mail view right click the Inbox, and select Properties... menu item:
2. Select Permissions tab of the Inbox Properties dialog box and click the Add... button.

3. In the Add Users dialog box type the first few characters of the desired user's name, select user and click Add... button, and OK when you are finished.
4. Select the user you’ve just added and assign the desired permissions, and select **OK** button.

5. Your selected user will now have access to your inbox.