

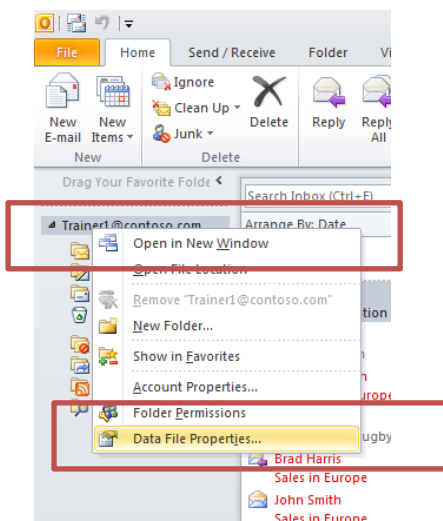
## Setting up ongoing access to another inbox in Outlook 2010

### Part 1

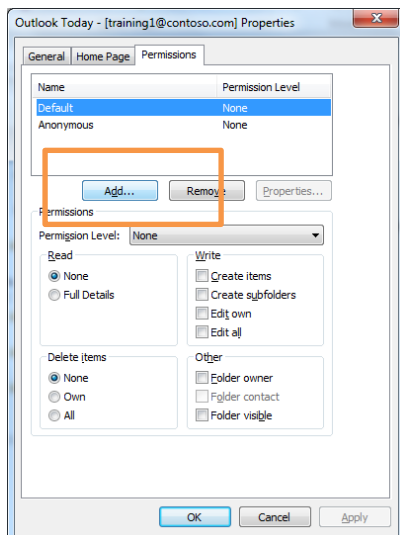
Giving another User Permission

Select your Mailbox (just above the inbox)

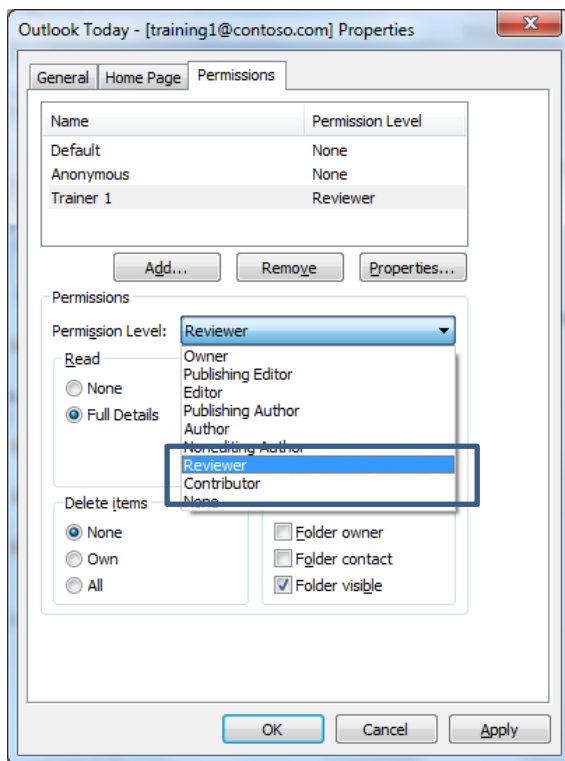
Right Click on the Mailbox, Choose Data File properties



Click Add

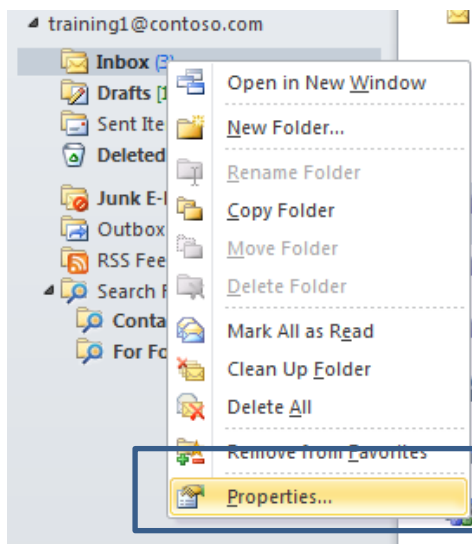


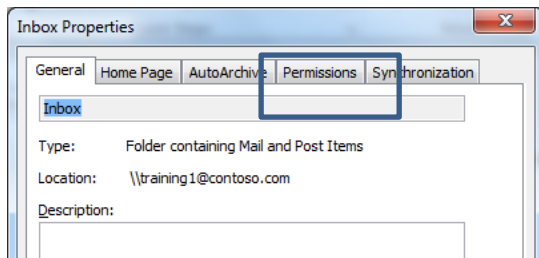
## Choose Reviewer



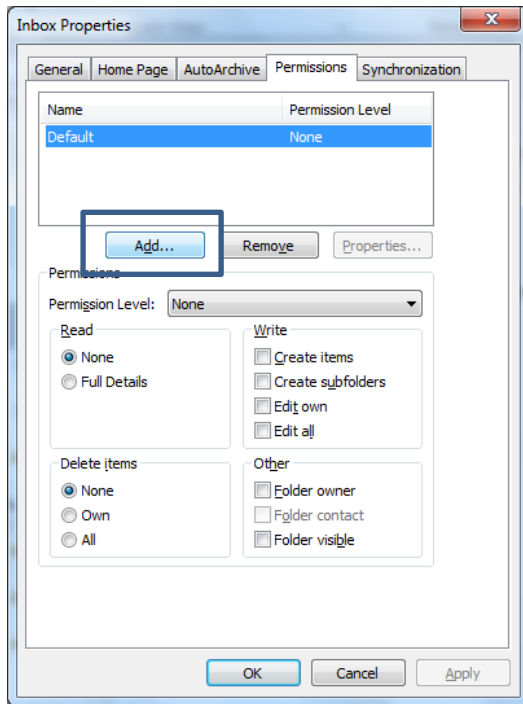
Click OK

Right Click on Inbox, Choose Properties

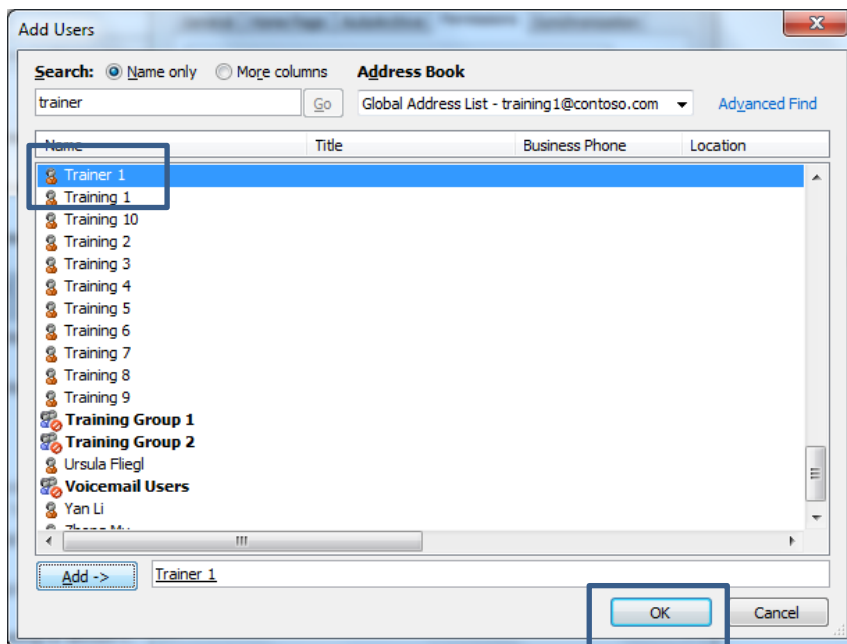




Click Permissions

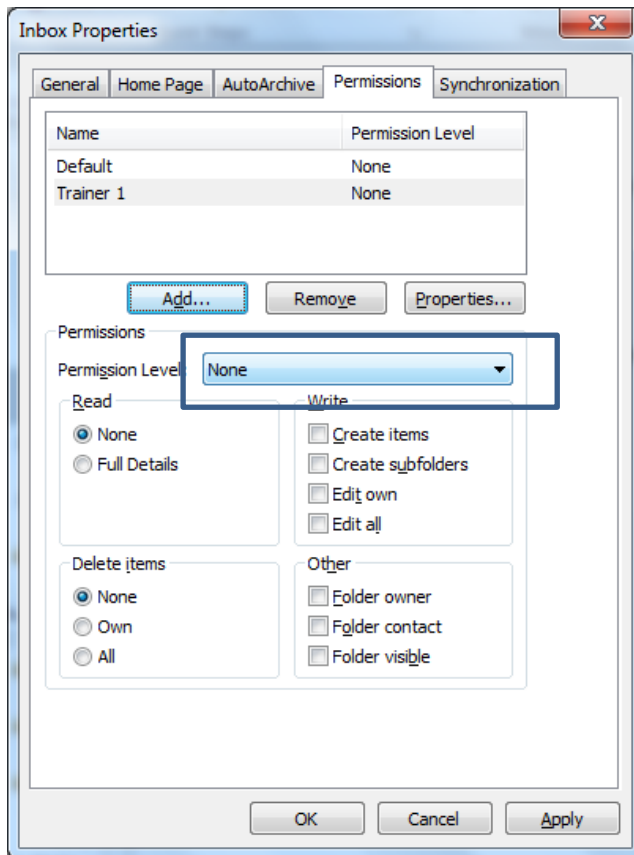


Click Add

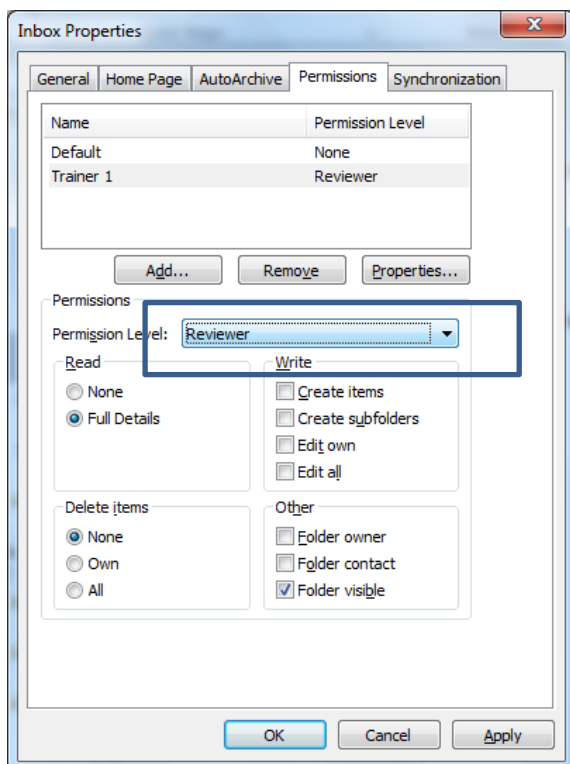


Select the person you wish to see your Inbox, Click OK.

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Click permission level



Choose Reviewer.

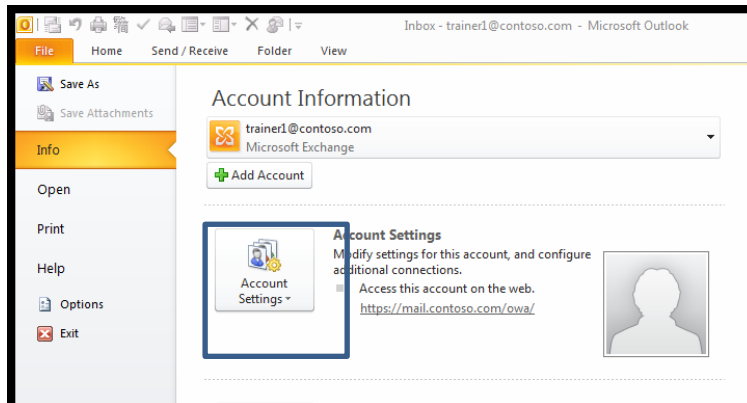
Click OK

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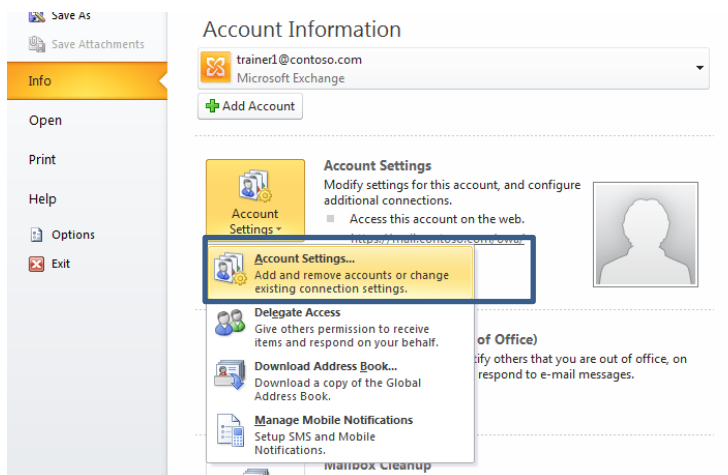
## Part 2

On the PC of the person who will have access to your Inbox

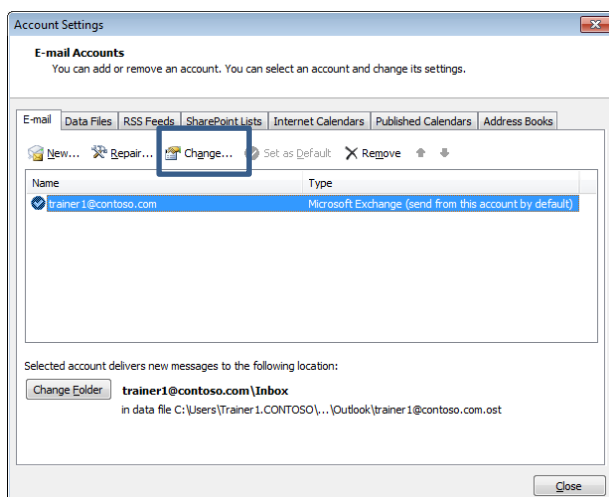
Click File, Info, Account Settings



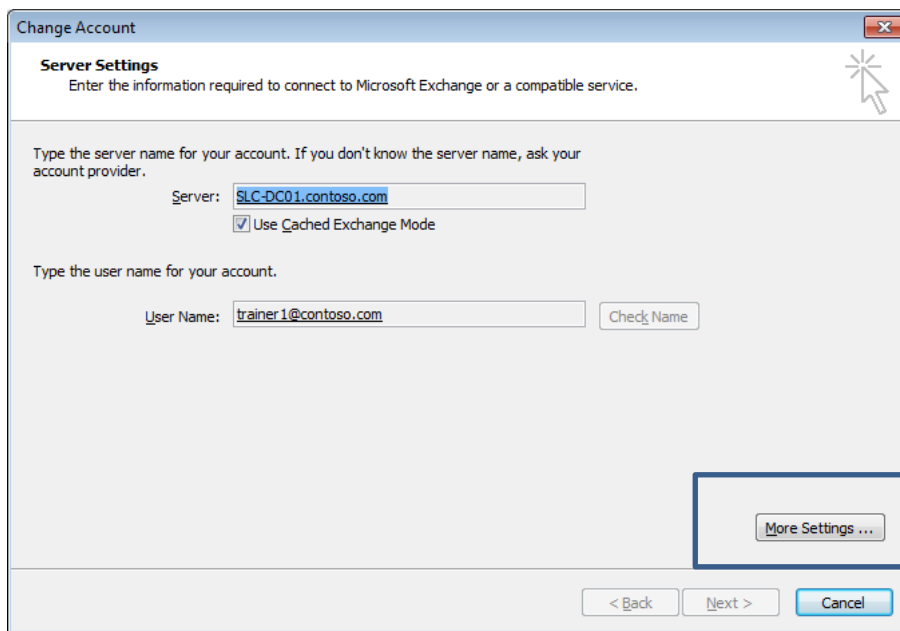
Choose Account Settings



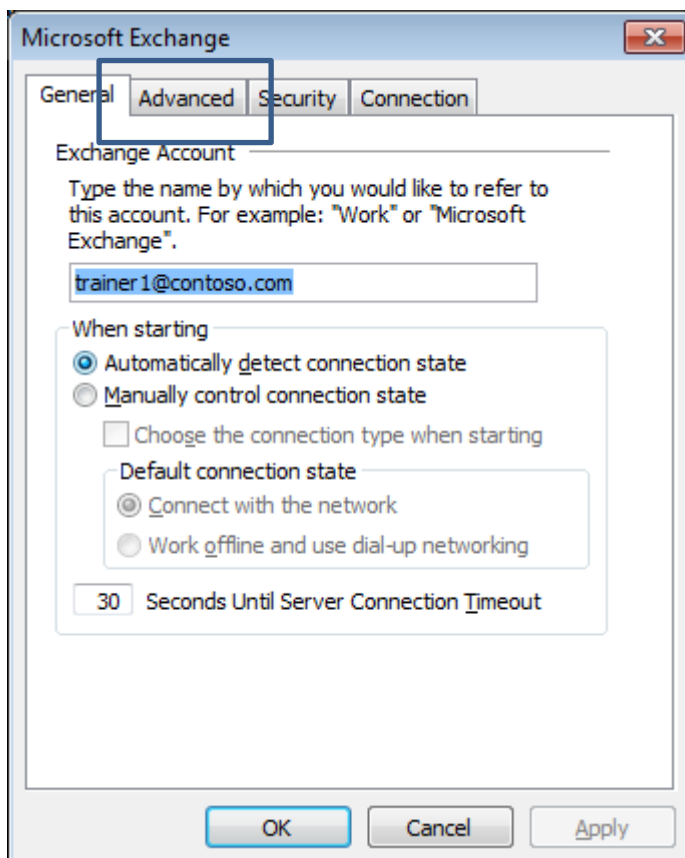
Select the Account, Choose Change



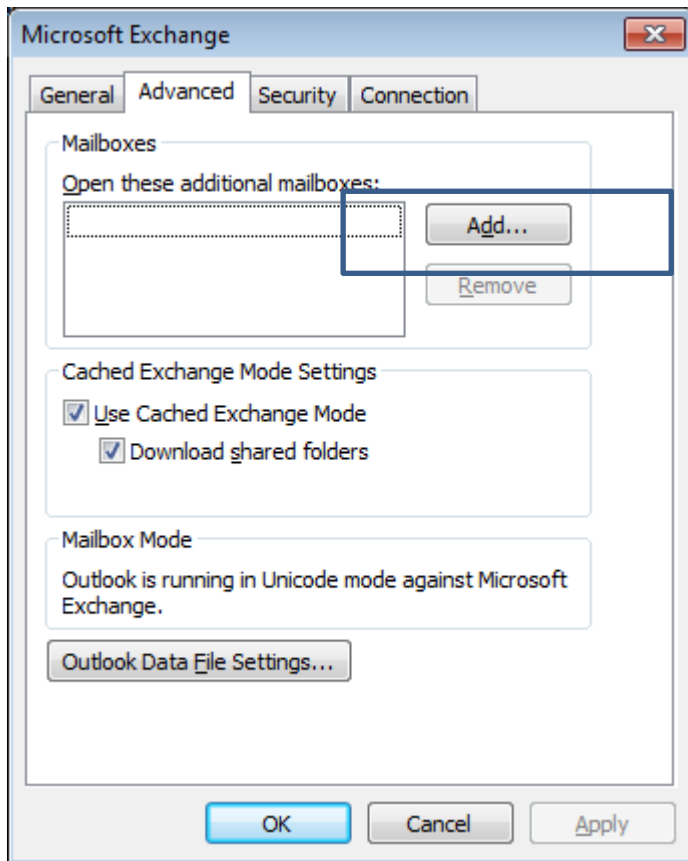
Click More Settings



Click Advanced

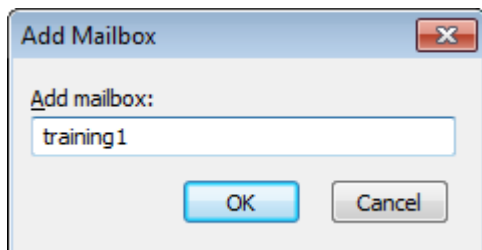


Click Add

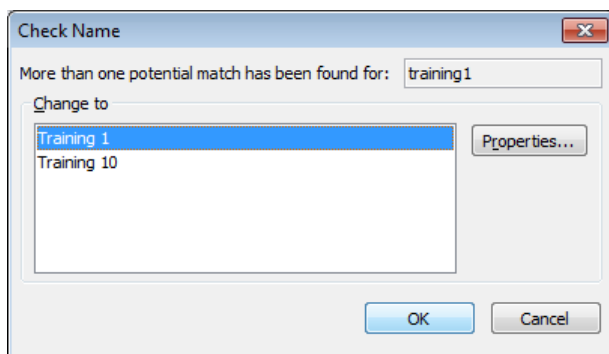


Enter the name of the Mailbox to be accessed

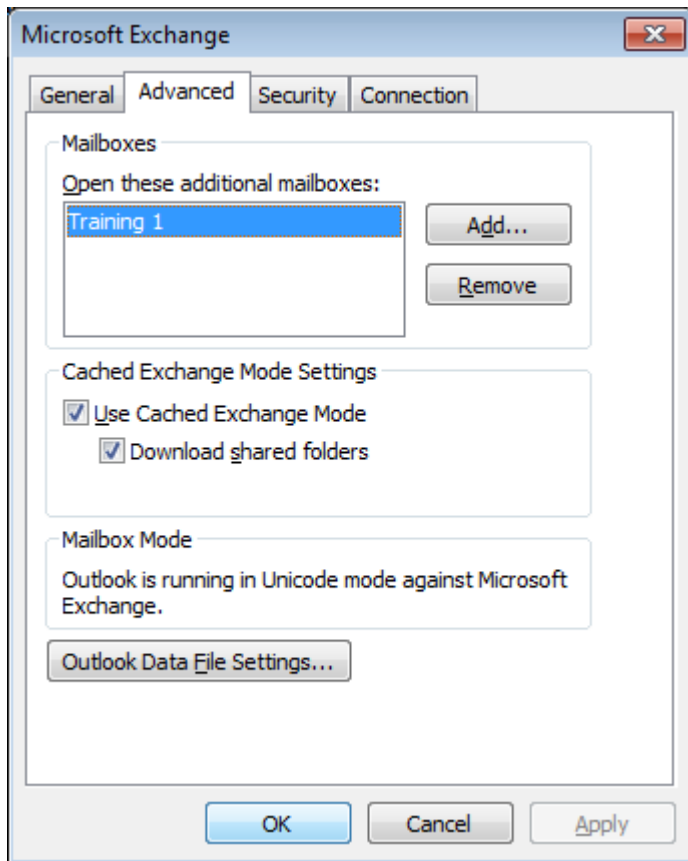
Click OK



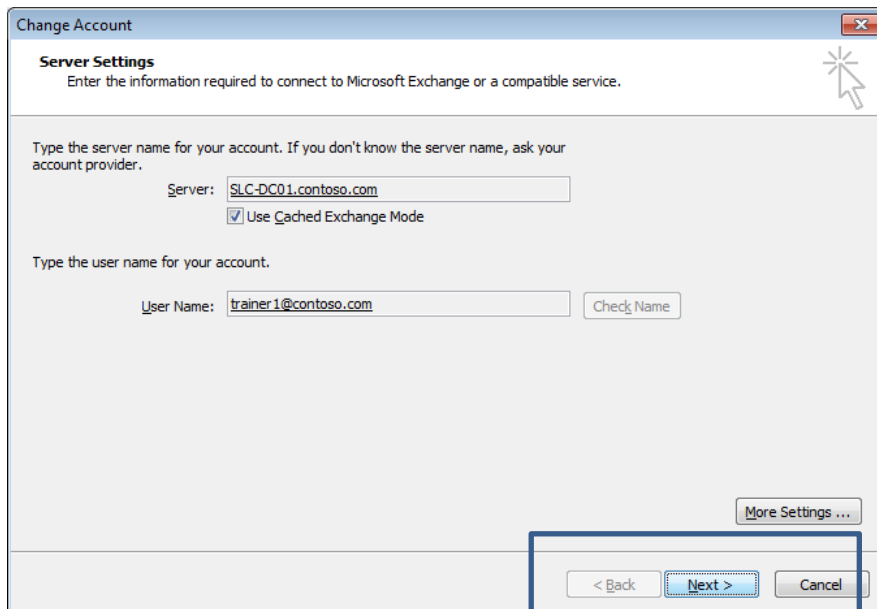
If required confirm the correct account



Click OK

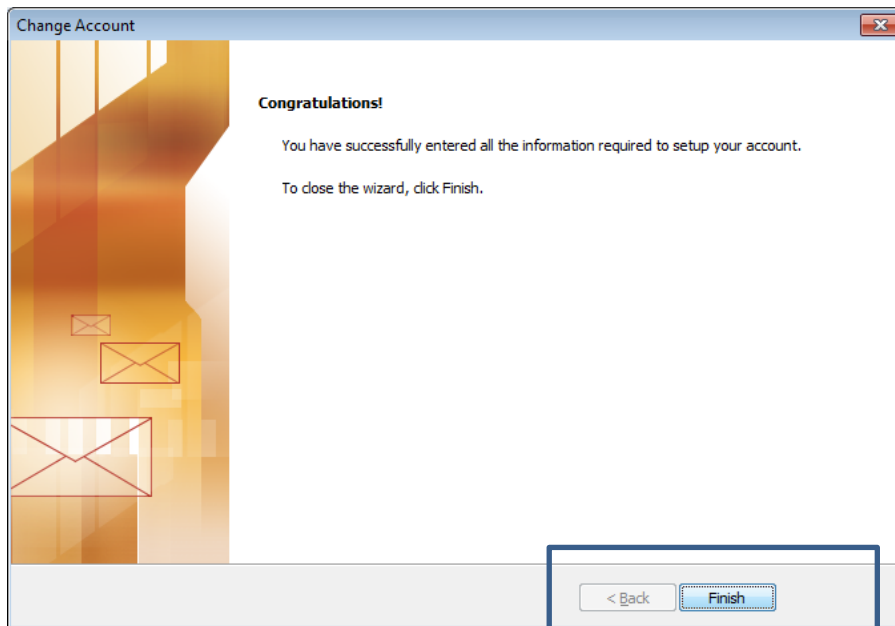


Click Next

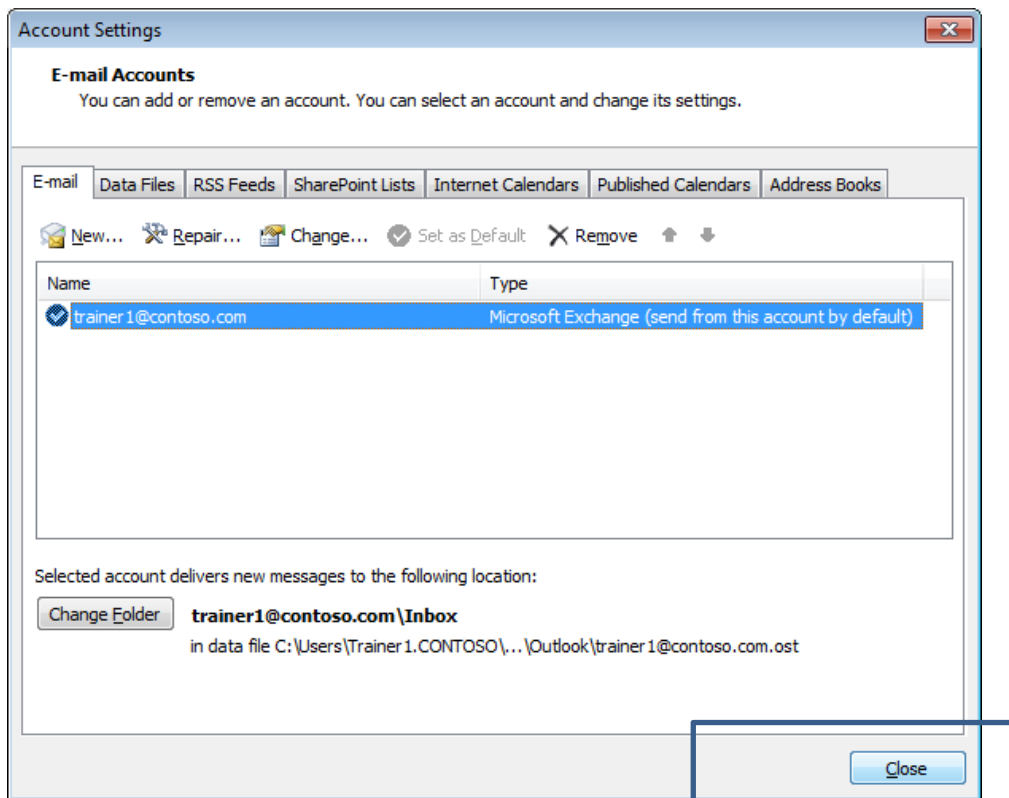


Click Finish





Click Finish



Click Close

What you will see:

