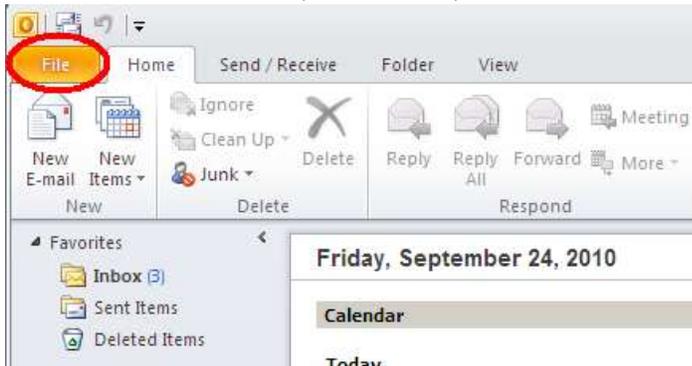


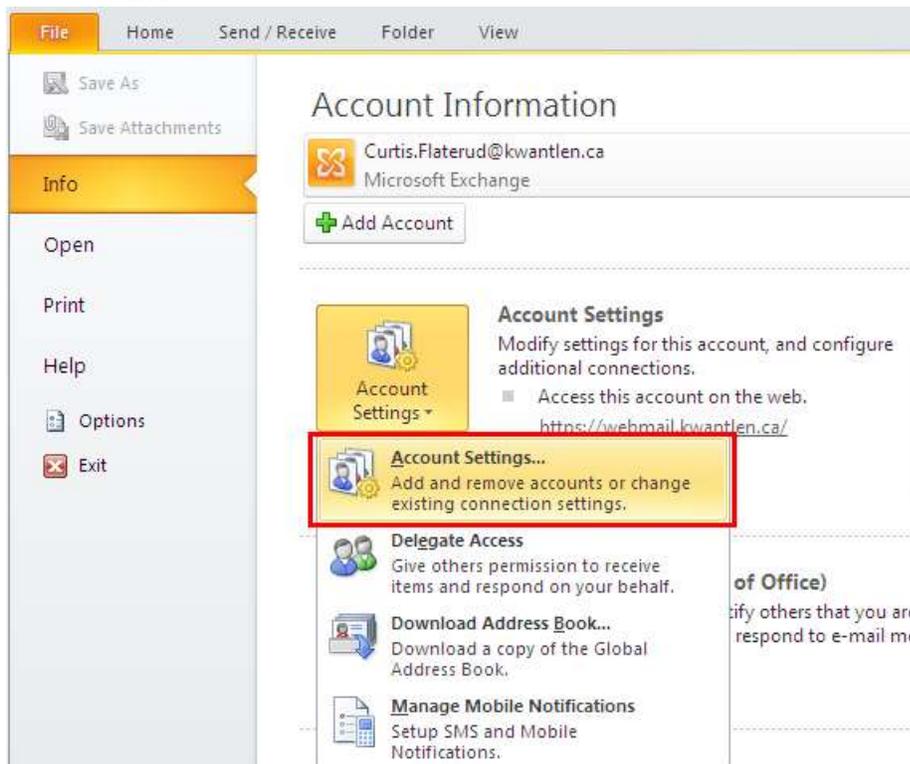
Outlook 2010 - Opening a Delegated Folder

When another employee gives you delegate permissions to a folder in Outlook, you will want to open their calendar in your Shared Calendars list.

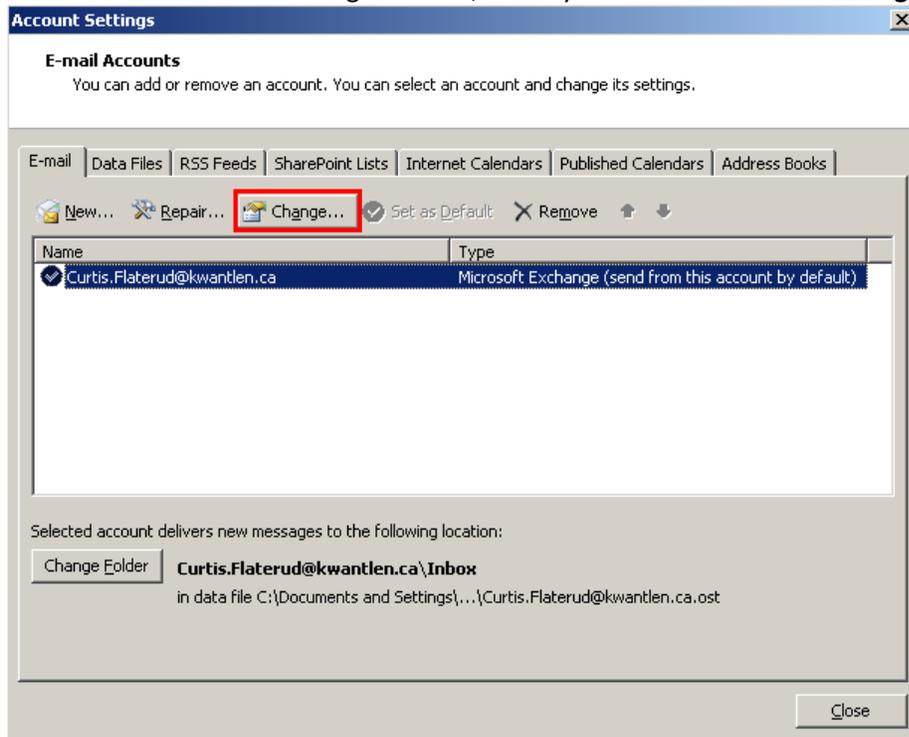
1. When in Outlook, click on **File**, which is located above the ribbon in the top left



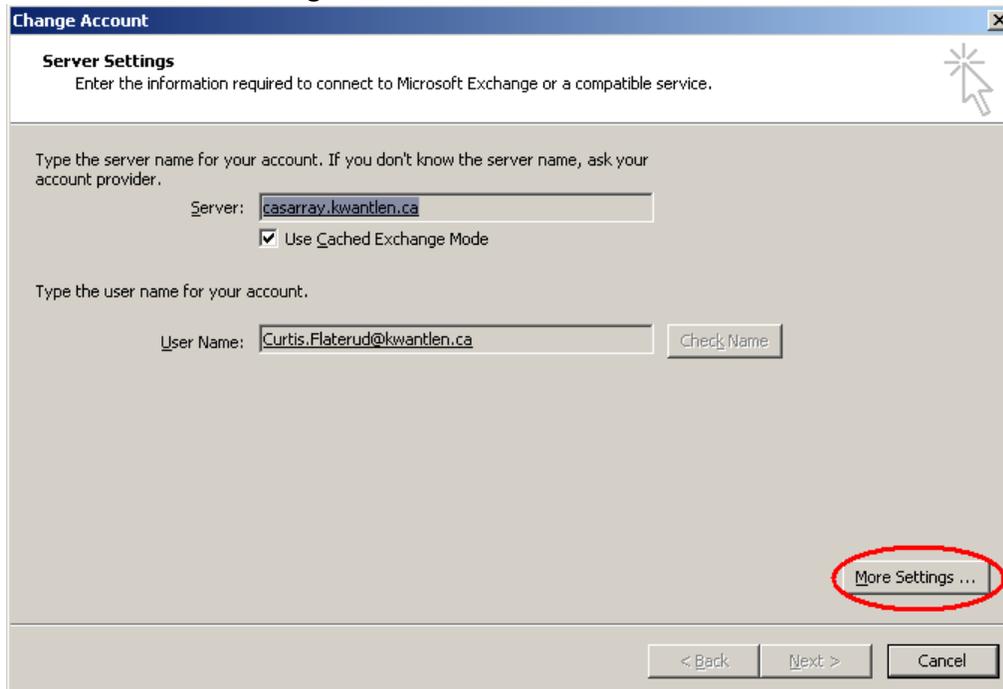
2. In the **File** menu, click on **Account Settings**, then select **Account Settings** from the drop-down menu



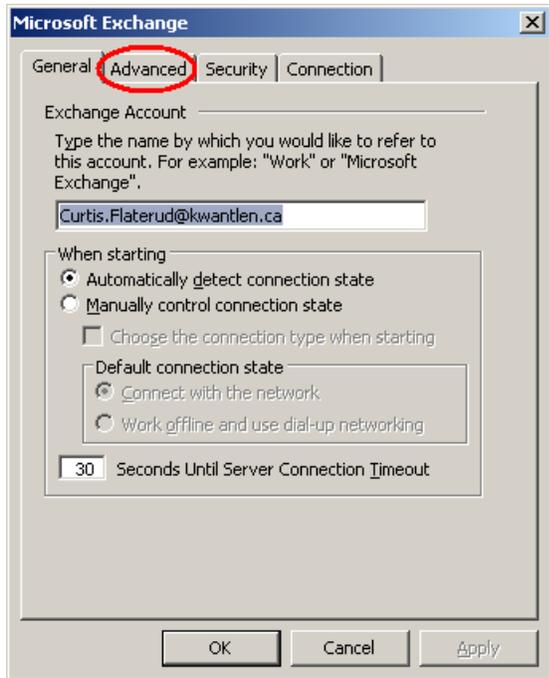
3. In the account settings window, select your account and click **Change**



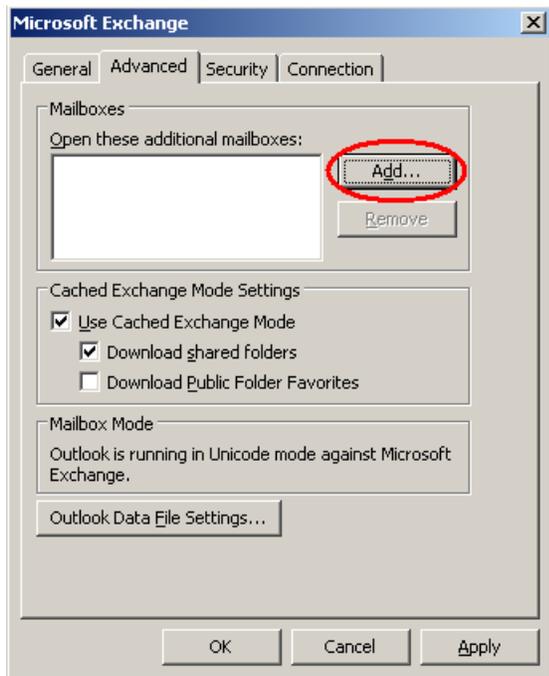
4. Click **More Settings...**



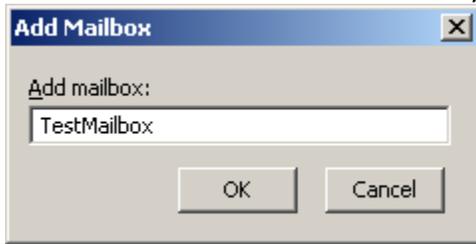
5. Click on the **Advanced** tab



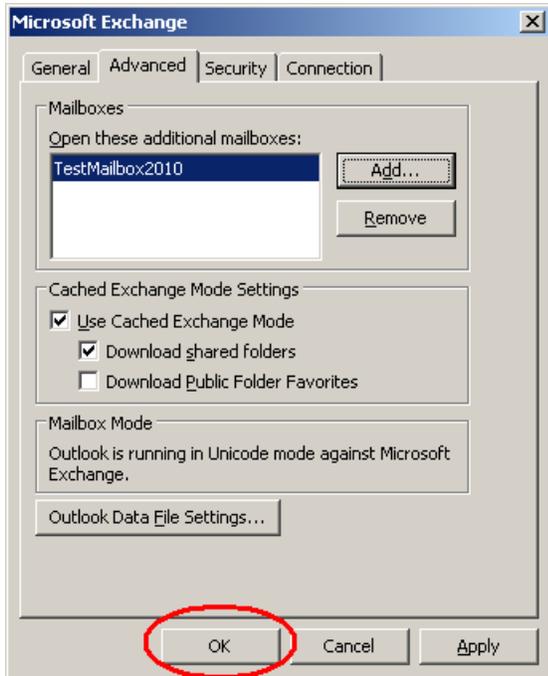
6. Click **Add**



7. Enter the name of the mailbox you would like to open and click **Ok**



8. Click **Ok**



9. The mailbox will now appear underneath yours, along with any folders that you have been given permissions to access.

