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.





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

Account Settings	×
E-mail Accounts You can add or remove an account. You can select an account and change its settings.	
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	
Selected account delivers new messages to the following location: Change Eolder Curtis.Flaterud@kwantlen.ca\Inbox in data file C:\Documents and Settings\\Curtis.Flaterud@kwantlen.ca.ost	

4. Click More Settings...

Change Account			×
Server Settings Enter the information rea	quired to connect to Microsoft Exchange or a compatible	service.	×
Type the server name for you account provider.	r account. If you don't know the server name, ask your		
	Use Cached Exchange Mode		
Type the user name for your a	account.		
<u>U</u> ser Name:	Curtis.Flaterud@kwantlen.ca	Chec <u>k</u> Name	
		(More Settings
		< <u>B</u> ack <u>N</u> ext >	Cancel

5. Click on the **Advanced** tab

Microsoft Exchange	×
General Advanced Security Connection	
Events and Account	
Type the name by which you would like to refer to	
this account. For example: "Work" or "Microsoft Exchange".	
Curtis.Flaterud@kwantlen.ca	
When starting Automatically detect connection state Manually control connection state	
Choose the connection type when starting	
Default connection state	
Connect with the network	
C Work offline and use dial-up networking	
30 Seconds Until Server Connection Timeout	
OK Cancel App	dy

6. Click Add

Microsoft Exchange	×
General Advanced Security Connection	
Mailboxes Open these additional mailboxes: Add Remove	
Cached Exchange Mode Settings	
Mailbox Mode Outlook is running in Unicode mode against Microsoft Exchange.	
Outlook Data Eile Settings	
OK Cancel Appl	y

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

Add Mailbox		×
<u>A</u> dd mailbox:		
TestMailbox		
	ОК	Cancel

8. Click Ok

Microsoft Exchange	×
General Advanced Security Connection	
Mailboxes	
TestMailbox2010	
Cached Exchange Mode Settings Use Cached Exchange Mode Jownload shared folders Download Public Folder Favorites	
Mailbox Mode Outlook is running in Unicode mode against Microsoft Exchange.	
Outlook Data Eile Settings	
OK Cancel Apply	

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

