

1. PURPOSE

The purpose of this documentation is to list the step by step process on how to open another mailbox while in the Outlook web version. This guide will provide Fayetteville Technical Community College (FTCC) staff members with a reference to check different mail boxes from the web version of Outlook.

2. SCOPE

This documentation applies to all FTCC staff members that may be tasked with checking multiple mail boxes while off campus.

3. ACRONYMS / DEFINITIONS

N/A

4. PROCEDURES

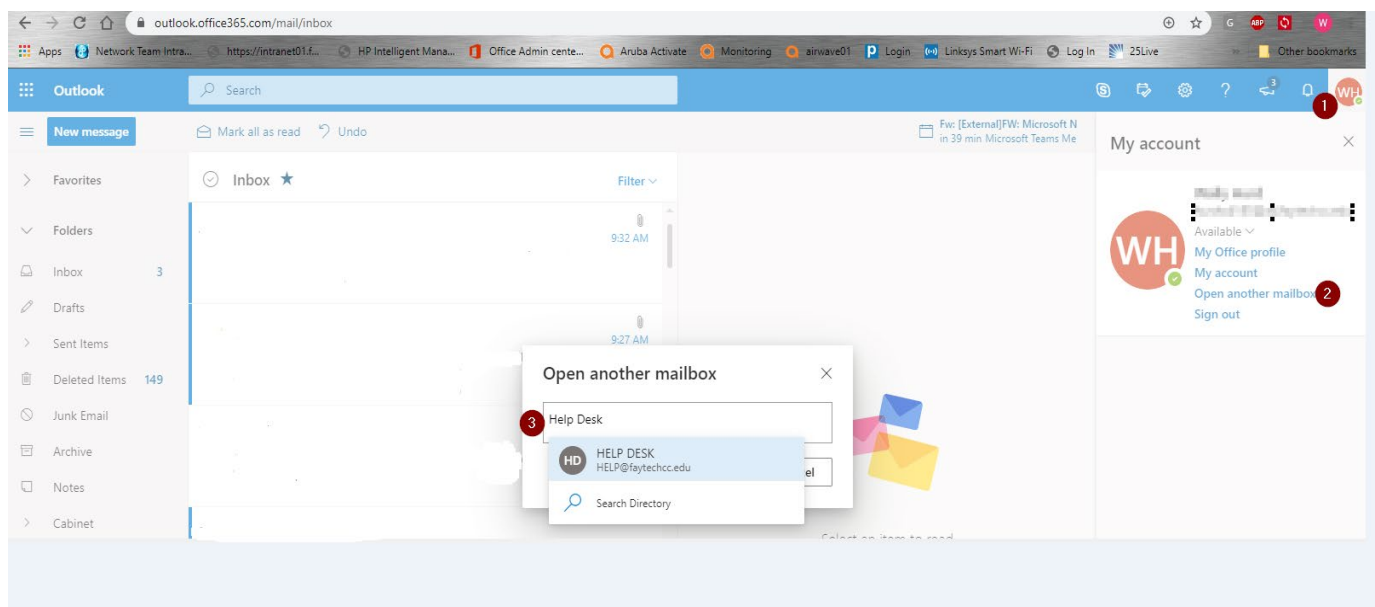
4.1 Click on the Account Manager icon in the right-hand corner as indicated in the screenshot below.

*** Note:** Your icon will be your first and last name initials, so Jane Doe will show a JD inside the circle.

4.2 Click on: Open another mailbox

4.3 In the middle of the screen a box will appear, in the text field, type the name of the mail box you would like to access.

*** Note:** You will only be able to access mail boxes that you have the rights to.





5. EXCLUSIONS / EXCEPTIONS

No approved exceptions exist at this time.

6. RELATED COLLEGE DOCUMENTS, FORMS, AND TOOLS

7. DOCUMENT ADMINISTRATION

7.1 DOCUMENT OWNER

This document is owned by Management Information Services Office which is responsible for its content and maintenance. For questions or comments, please email help@faytechcc.edu.

7.2 DOCUMENT REVIEW

This document is subject to periodic review to validate the content remains relevant and up-to-date. Significant or material changes to this document must be submitted to the AVP for MIS and ISE for review and comment prior to adoption.

7.3 CHANGE HISTORY

Version	Description	Author	Date
1.0	Initial publication	DR	03/2020

7.4 APPROVAL HISTORY

Version	Name	Title	Date
1.0	Dan Rogers	Network Administrator	03/2020

8. APPENDIX

N/A