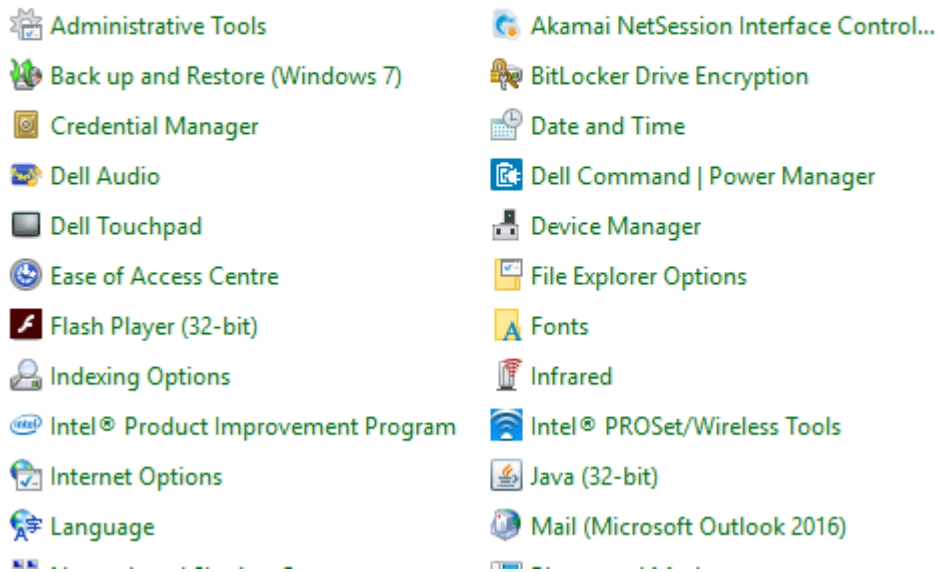



Accessing a mailbox that you have Full Access rights to in Outlook 2016

This is usually done to change rules, permissions to view the calendar etc. of the mailbox in question.

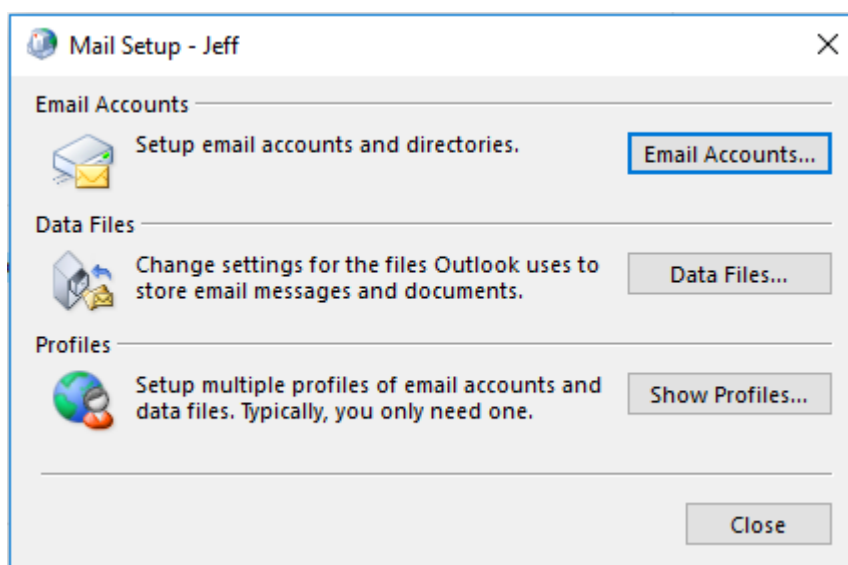
Open you Control Panel in windows as show below:

Adjust your computer's settings

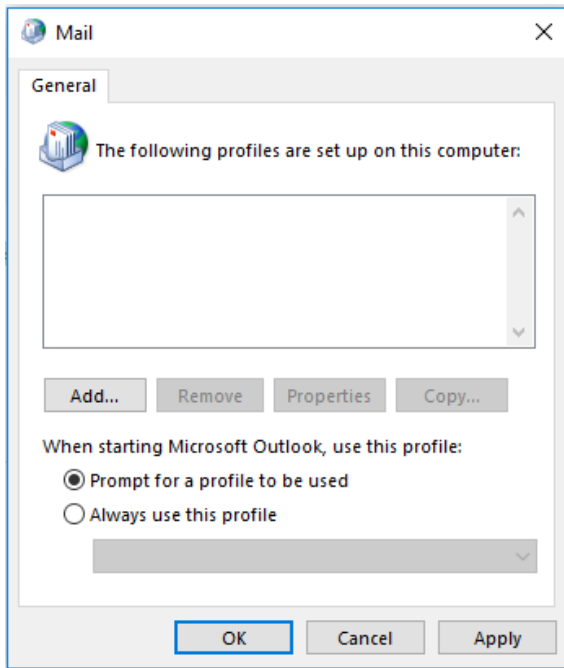


Click on  Mail (Microsoft Outlook 2016)

This will open up



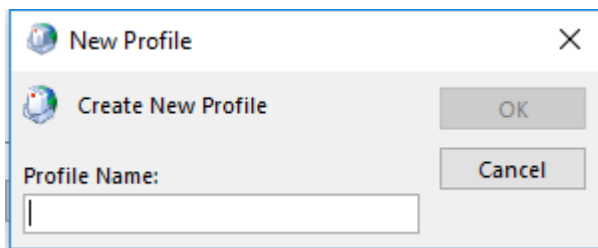
Click on Show Profiles



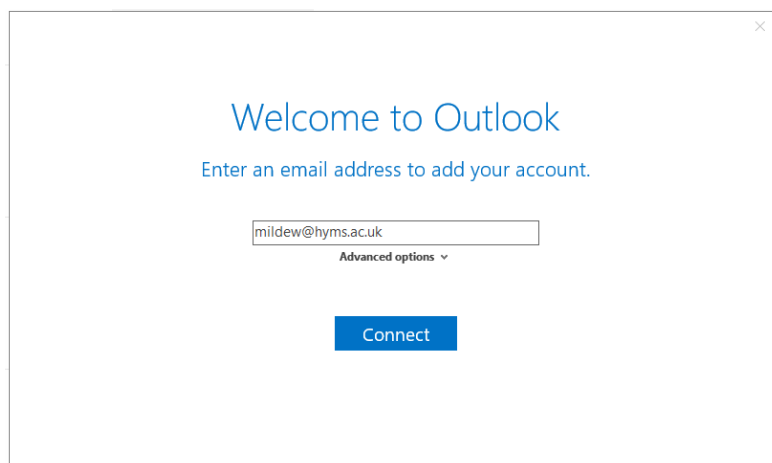
Change the Option so that "Prompt for a profile to be used" is set

Then click on 

The following dialog box will open



Give your profile a name then click on OK



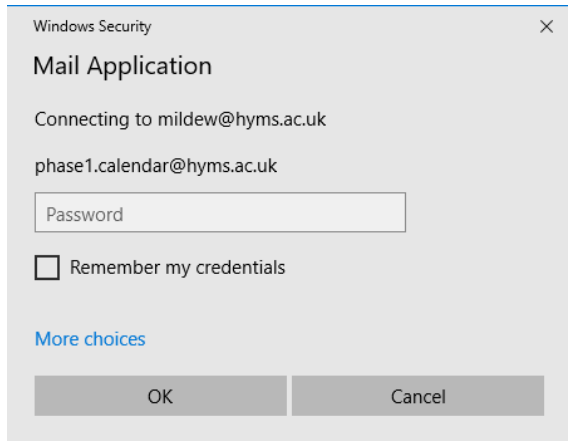
Type in the primary e-mail address of the mailbox you wish to access:

Click on Connect

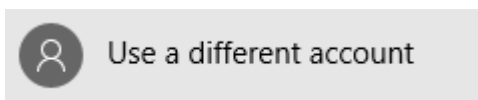
You will then get the following message:

We're getting things ready

You will then get the following message:

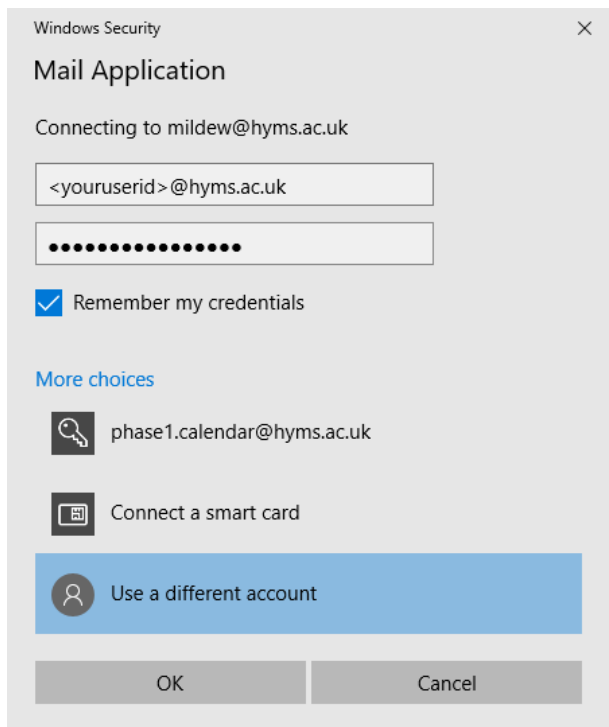


Click on More choices



Then

Then add your own user account details in the format <userid>@hyms.ac.uk as show below and click OK.



The profile should then be setup and because you have set "Prompt for a profile to be used" When you open Outlook 2016 it should prompt so you can use this mail profile.