

There are two ways to work with a shared mail account (or role account).

1. You can provide delegate access from the Role Account to yourself. See [Setting up delegate access to shared mail accounts \(MA30\)](#) and [Accessing other accounts \(GE04\)](#).
2. You can set up a location document and switch between your account and the shared mail account. This is useful if you do not want your name to appear on emails you send from the shared mail account.

This learning topic provides instructions for the second method above.

Obtain a copy of the User ID file for the role account

Once a role account has been set up, the owner of the role account will receive an email with instructions for how to download the User ID file for the role account. It is recommended that this file be stored in a shared network location.

The owner should then notify all other staff who access the role account of:

- the User ID location,
- password for role account, and
- these instructions for setting up a location document.

1. Obtain a copy of the role account User ID file from the role account owner or shared network location.
2. Copy the User ID file to <drive letter>:\Documents and Settings\<<your windows profile name>\Local Settings\Application Data\Lotus\Notes\Data\.

Identify the home server for the role account

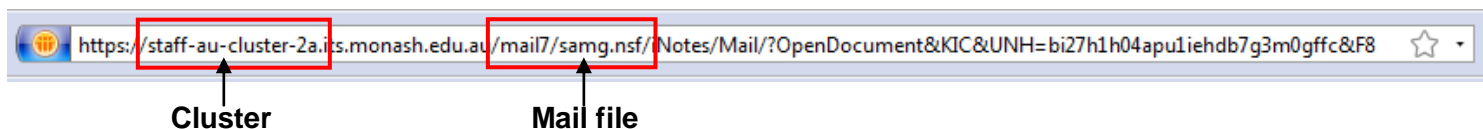
To ensure ease of switching between accounts, a location (connection) document for the shared mail account needs to be created.

Before you create the location document, you need to know:

- the email address of the role account,
- the home server (cluster) of the shared mail account, and
- the mail folder location.

To determine the cluster and mail file location:

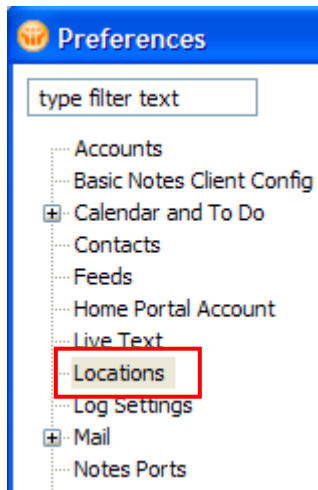
1. Login to <http://mail.monash.edu.au> with the role account username and password.
2. Observe the address bar, the cluster and mail file location are shown.



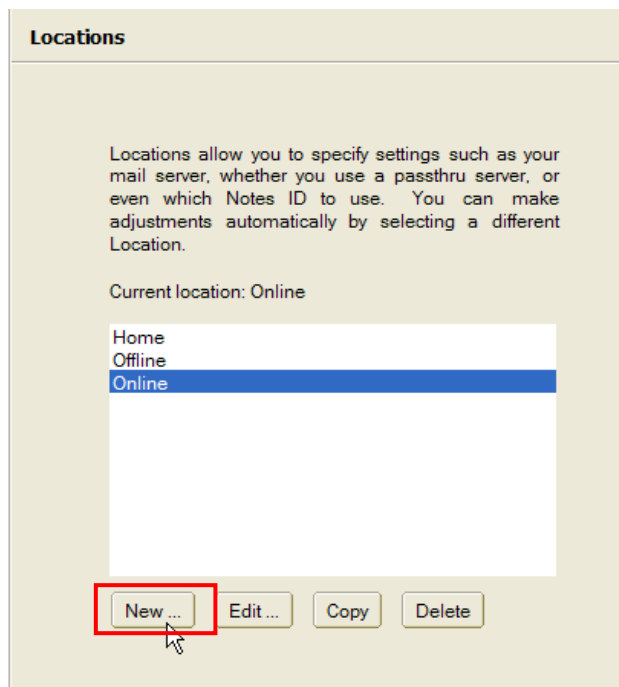
Note: This can only be done after the Shared mail account has been converted to Lotus Notes.

Creating new location document for role account

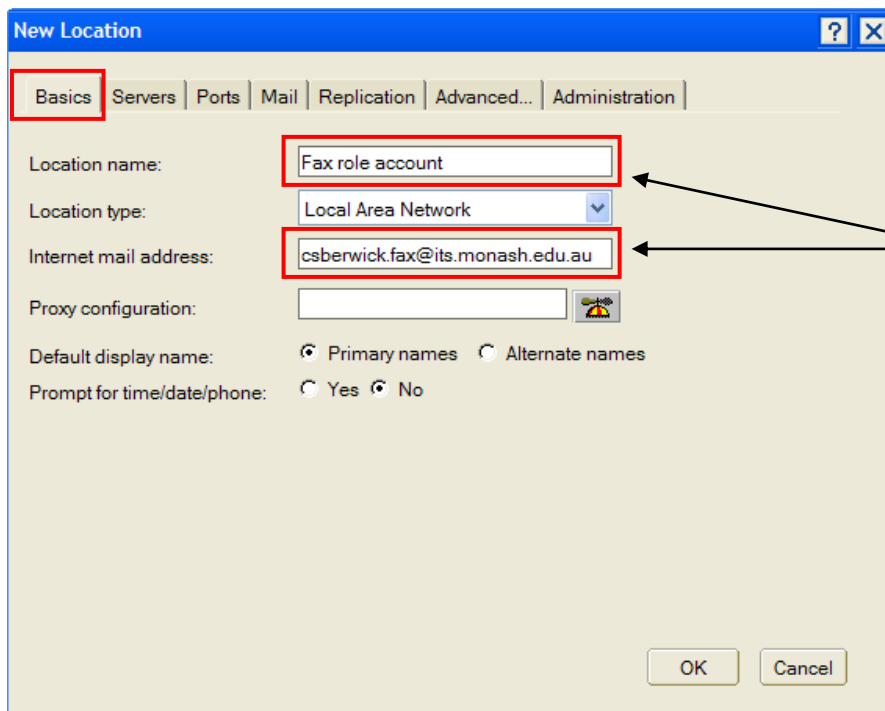
1. Login to Lotus Notes.
2. Select **File > Preferences > Locations**.



3. Click **New**.



4. Select the **Basics** tab.
5. Enter a **Location name**. This can be the name of the role account.
6. Enter the email address of the role account in the **Internet mail address** box.




New Location

Basics Servers Ports Mail Replication Advanced... Administration

Location name:

Location type:

Internet mail address:

Proxy configuration: 

Default display name: Primary names Alternate names

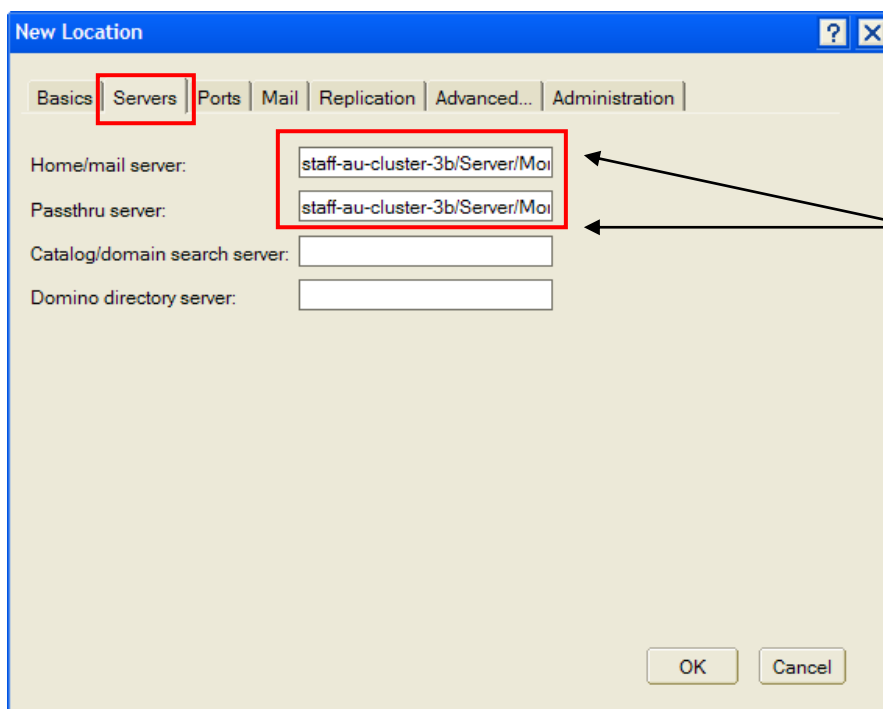
Prompt for time/date/phone: Yes No

OK Cancel

Your role account information will be **different** to the example shown here.

7. Select the **Servers** tab.

8. Enter the cluster into the **Home/mail server** box. The format is shown below:
staff-au-cluster-XX/Server/Monash where *XX* is the cluster number.



New Location

Basics Servers Ports Mail Replication Advanced... Administration

Home/mail server:

Passthru server:

Catalog/domain search server:

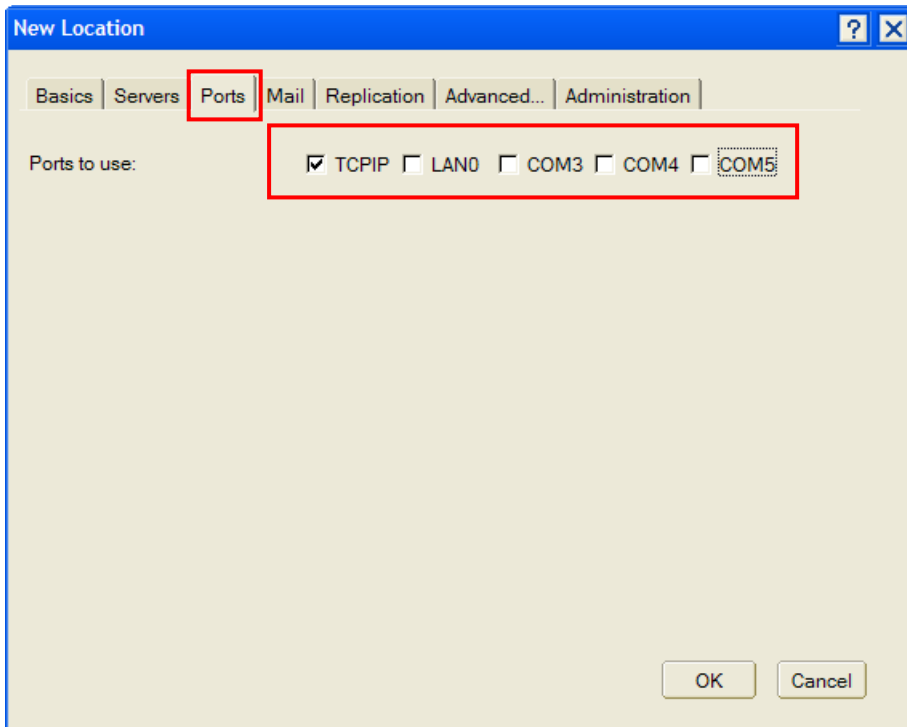
Domino directory server:

OK Cancel

Your role account information will be **different** to the example shown here.

9. Select the **Ports** tab.

10. Un-tick all options except TCPIP

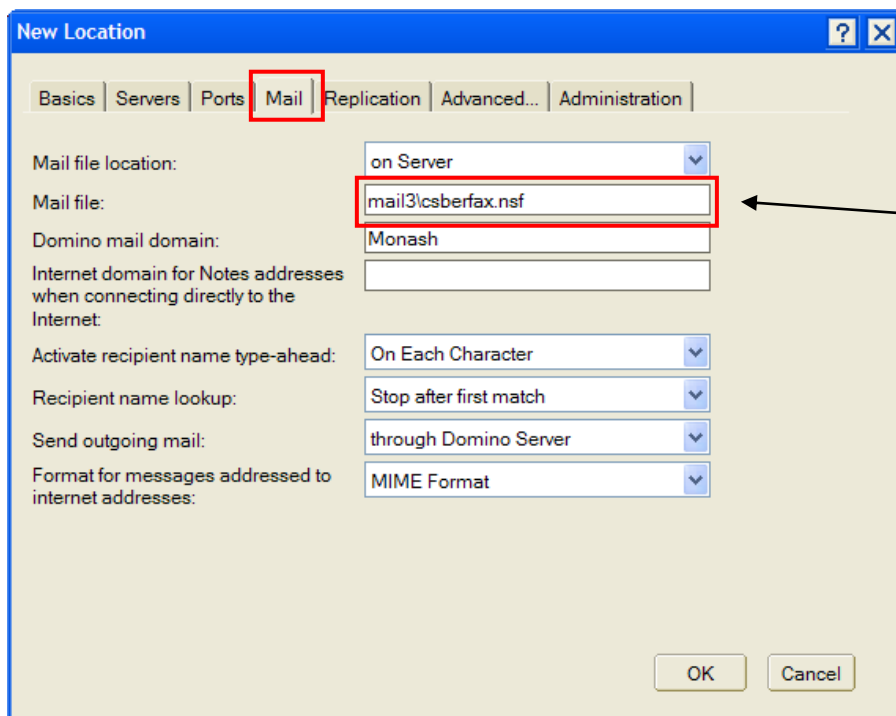


11. Click the Mail tab.

12. Enter the mail file details in the format shown below.

mailfile\username.nsf

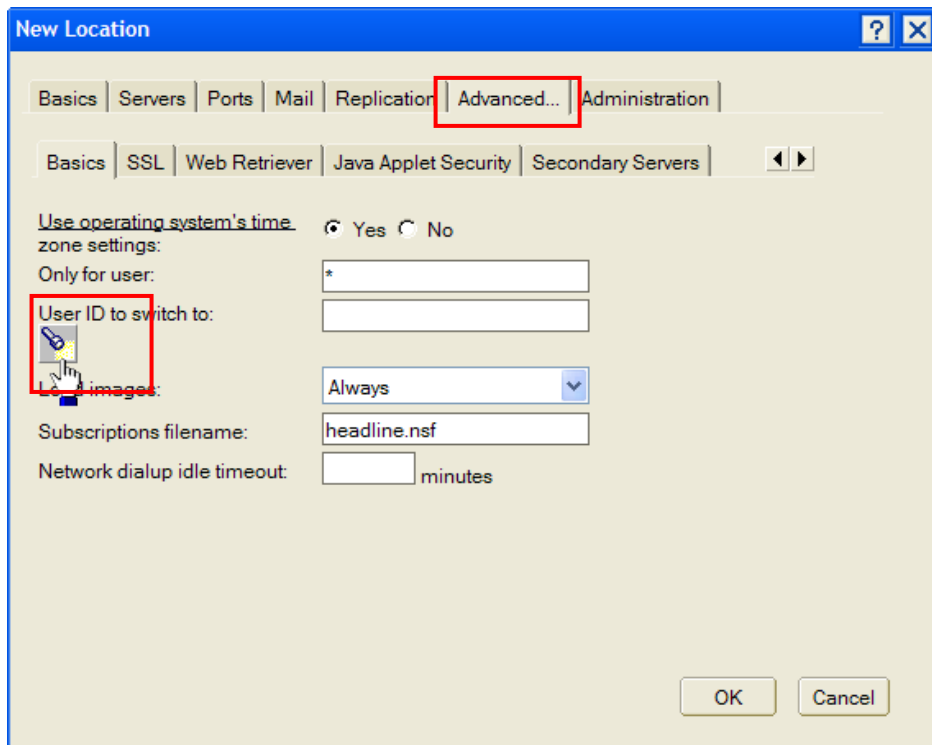
where *mailfile* is the mailfile of the role account and *username* is the username of the role account.



Your role account information will be **different** to the example shown here.

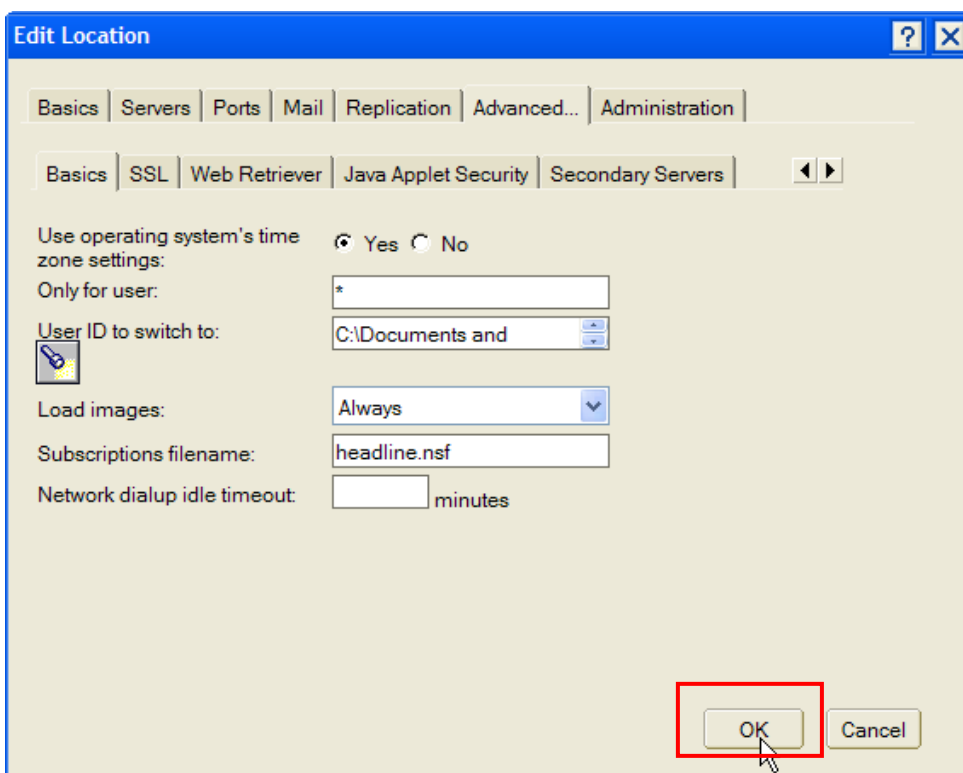
13. Select the **Advanced** tab.

14. Click the browse icon below **User id to switch to**.



15. Browse to the id file for the role account and click **Select**.

16. Click **OK** to save the new location.

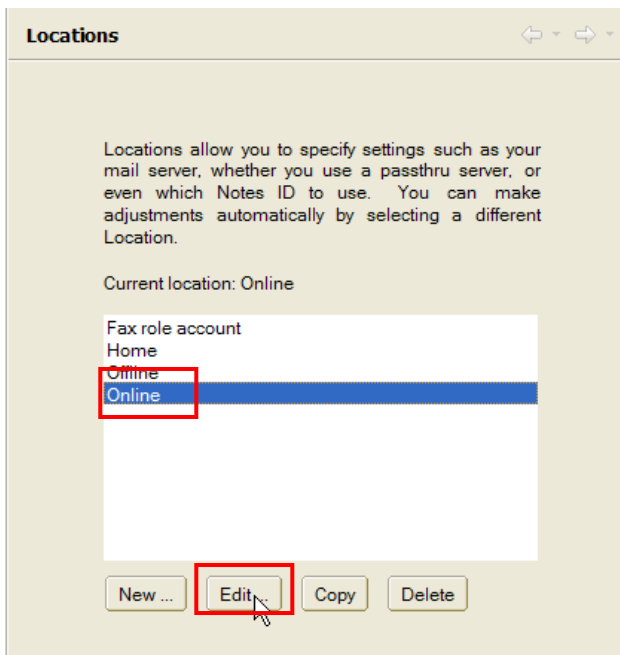


Editing existing location document (for your own account)

This ensures you can switch back to your own mail account.

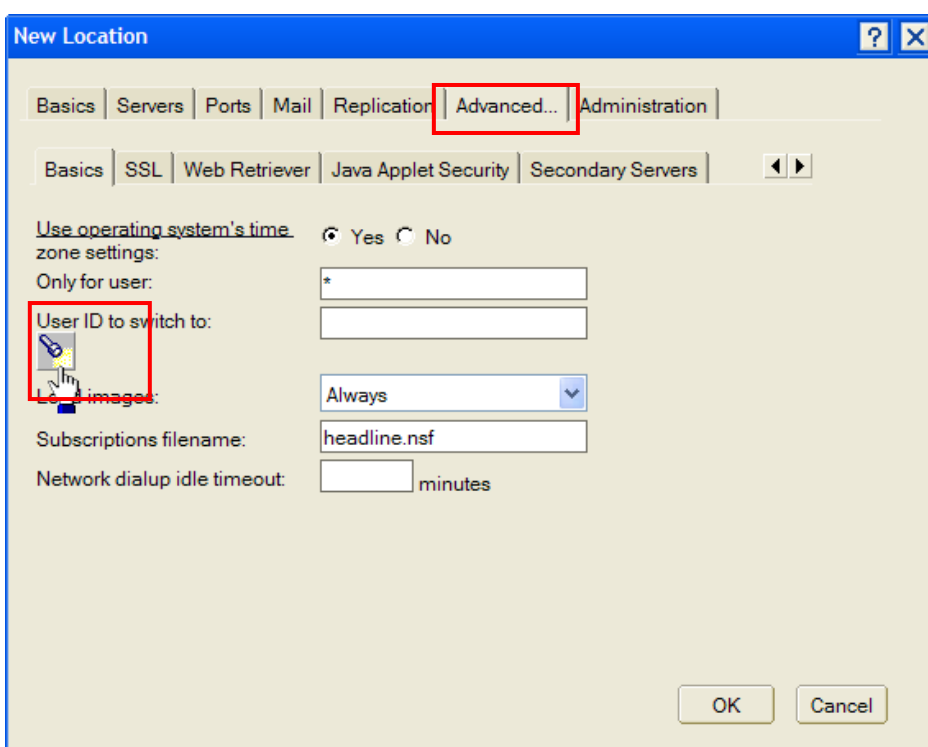
1. Select **File > Preferences > Locations**.

2. Select the **Online** location. Click **Edit**.



3. Select the **Advanced** tab.

4. Click the browse icon below **User id to switch to**.



5. Browse to the location of **your own** id file and click **Select**.

