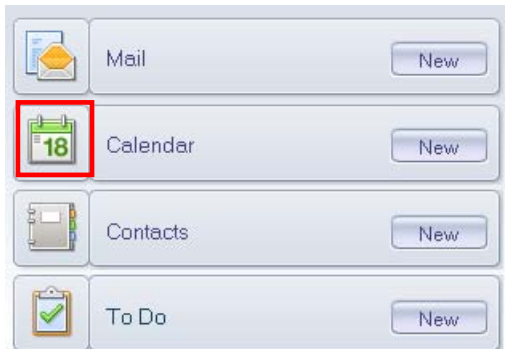


Accessing other accounts (user or shared)
GE04

If you have been assigned access to another mailbox (including shared accounts), contacts, calendar and To Do list, you will need to open each part of the database following the steps outlined below.

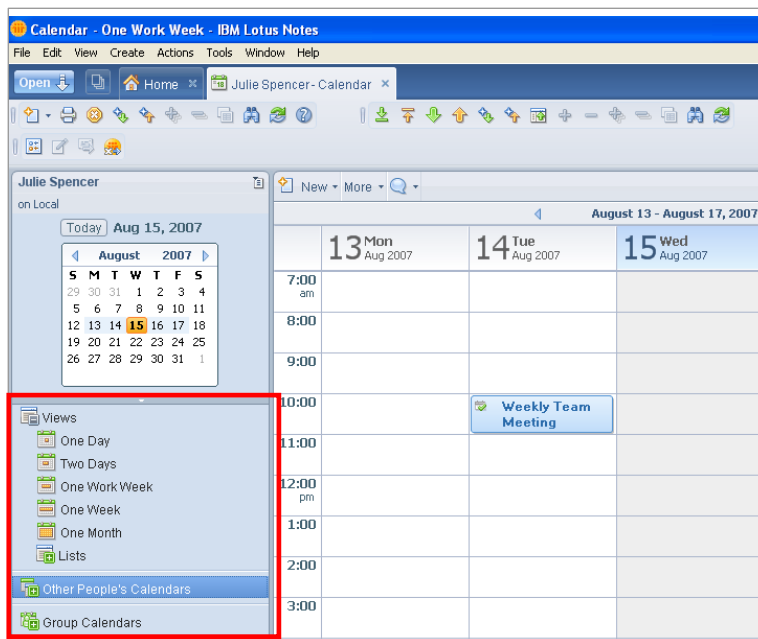
How to open another calendar

1. Click on the Calendar icon on the Home Page.

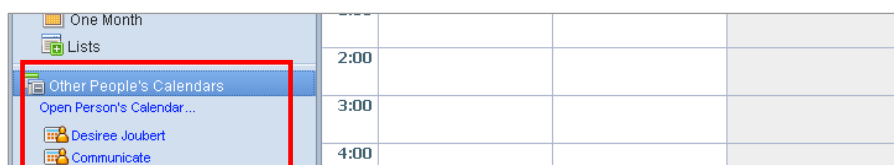


The **Calendar** tab will open.

2. In the **View Selection** panel on the left hand side of the calendar, you will see the **Views** section.



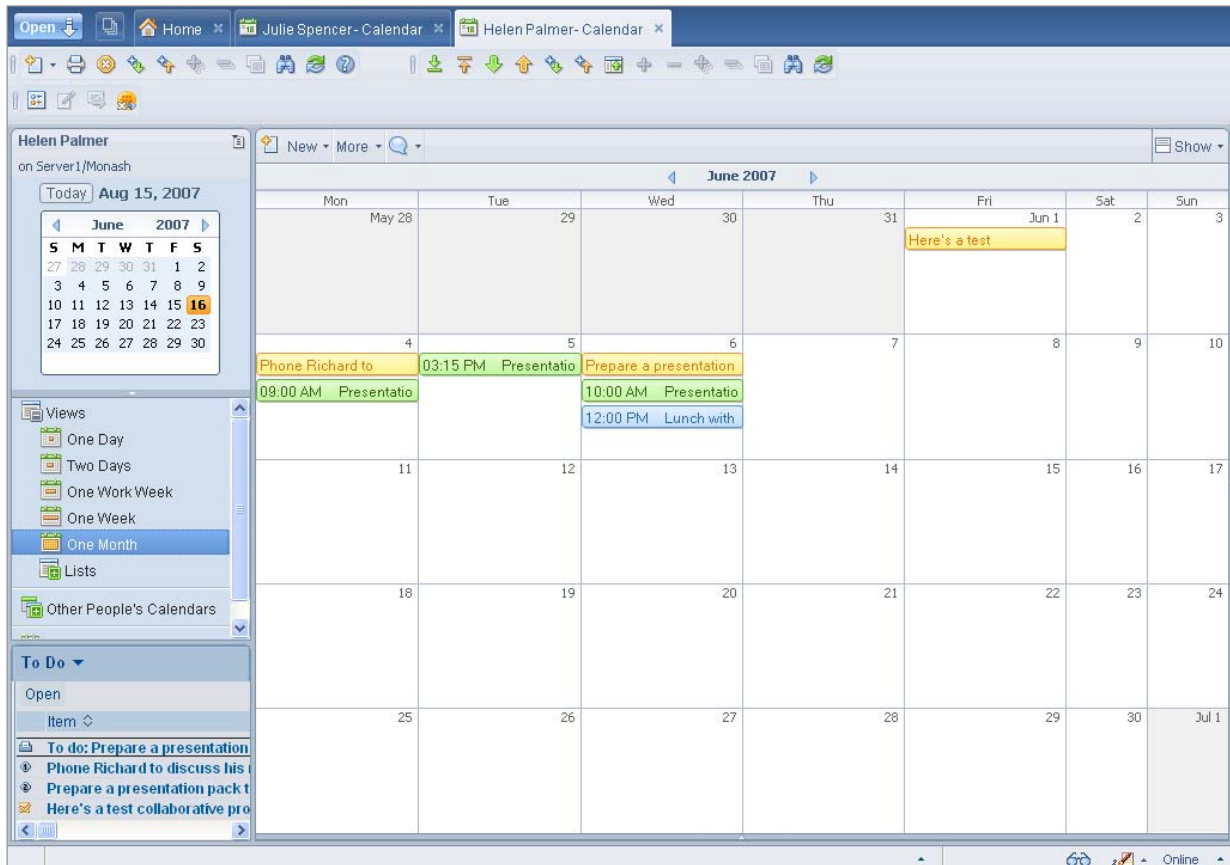
3. Click on the plus  symbol to the left of **Other People's Calendar** to expand the option. Click on **Open Person's Calendar**.




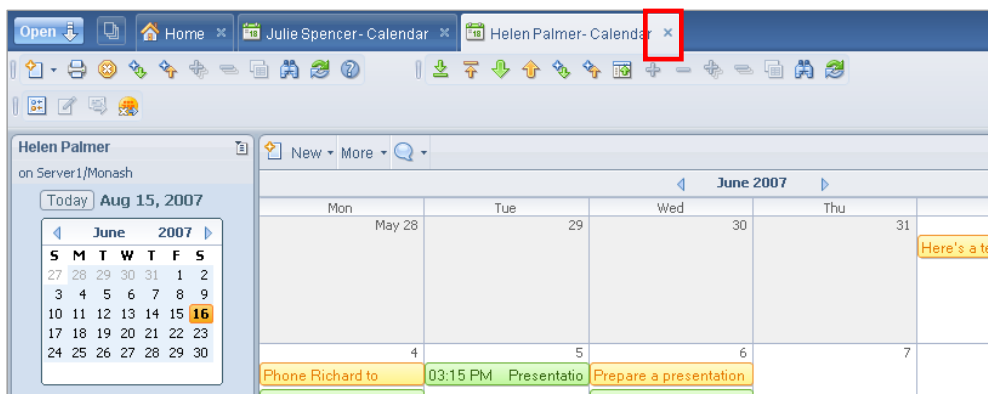
4. Select the person's name from the Monash Directory and click on **OK**.

The other person's calendar will open in a separate tab (if they have provided you with delegate access)

Depending on the level of access you were provided, you will be able to open calendar entries, delete entries, make changes or create entries on the behalf of the calendar owner.



5. To close the other person's calendar, click on the  button in the **Calendar** tab.



Tip: Create a shortcut to this calendar account so you don't need to look it up every time. Set this up in **File > Preferences > Calendar and To Do > Access and Delegation > Shortcuts to Other's Mail**.

How to open another mailbox

Tip: Use this method to open shared accounts (role accounts) to which you have access to.

1. Click on the **Mail** icon on the **Home Page**.



The **Mail** tab will open.

2. In the **View Selection** panel on the left hand side of the calendar, you will see **Other Mail**.



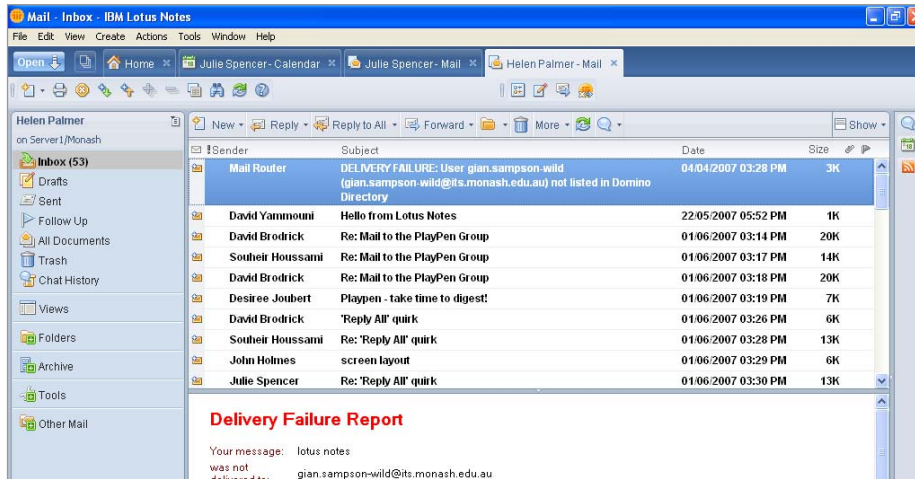
3. Click on the plus **+** symbol to the left of **Other Mail** to expand the option. Click on **Open Other Mail**




4. Select the person's name from the **Monash's Directory** and click on **OK**.

You can also add a shortcut to this person's calendar so you don't need to look it up every time. Set this up in **File > Preferences > Shortcuts to Other's Mail**.

5. The other person's mail will open in a separate tab. Depending on the level of access you were provided, you will be able to process incoming mail messages and send mail on behalf of that person (The sender will display as that person's name, with your name displayed in the **Sent by** field in the header of the message).



6. To close the other person's mail, click on the  button in the Mail tab.

Tip: Create a shortcut to this mail account so you don't need to look it up every time. Set this up in **File > Preferences > Mail > Access and Delegation > Shortcuts to Other's Mail**.

To open another person's To Do list

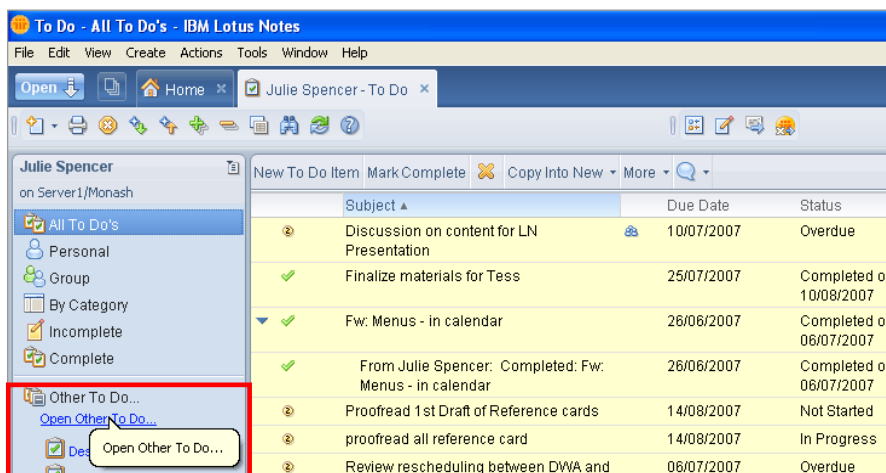
1. Click on the **To Do** icon on the **Home Page**.



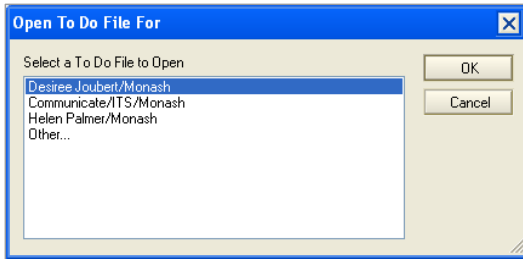
2. The **To Do** tab will open.

3. In the **View Selection** panel on the left hand side of the calendar, you will see **Other To Do**.

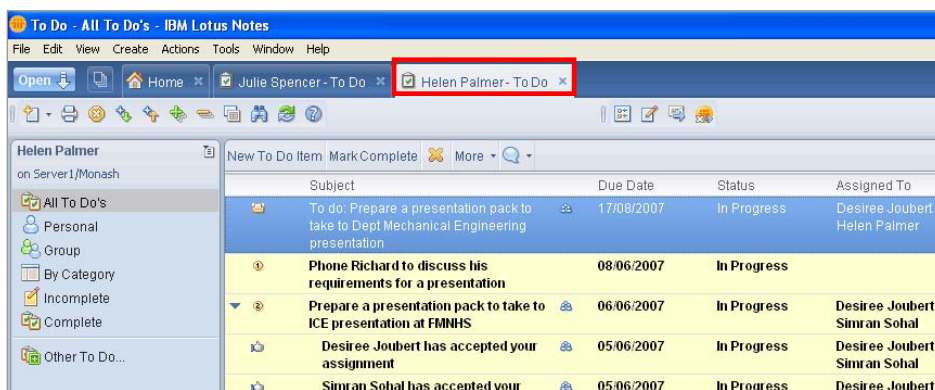
4. Click on the **plus**  symbol to the left of **Other To Do** to expand the option. Click on **Open Other To Do**.



5. Select the person's name and click on **OK**.



6. The other person's To Do will open in a separate tab. You will be able to use the To Do list according to the access you have been delegated.



7. To close the other person's To Do list, click on the  button in the **To Do** tab.

To open another Contact list

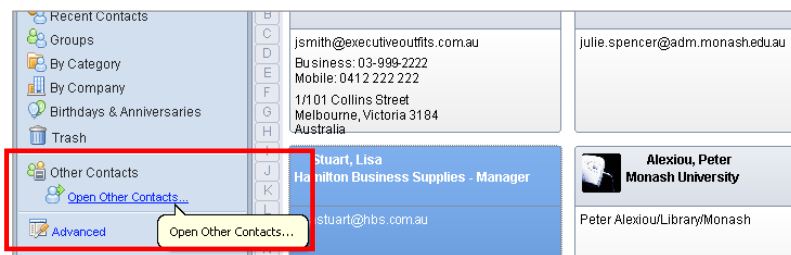
1. Click on the **Contacts** icon on the **Home Page**



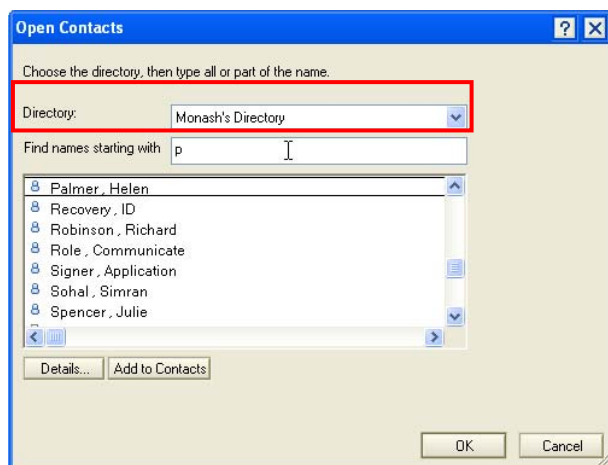
2. The **Contacts** tab will open.

3. In the **View Selection** panel on the left hand side of the calendar, you will see **Other Contacts**.

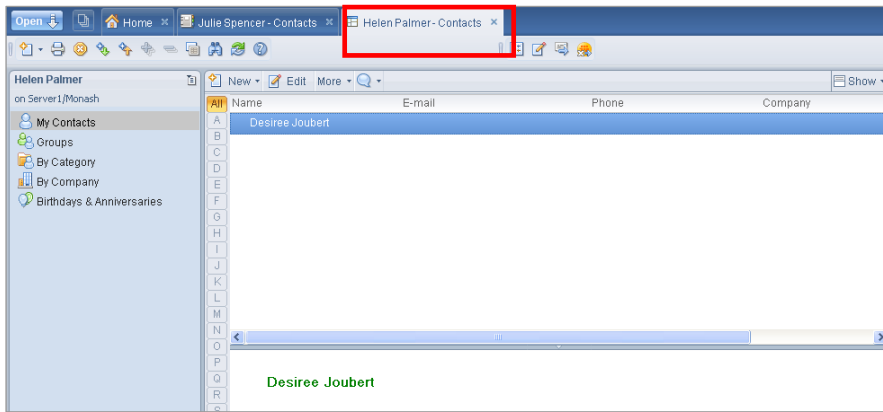
4. Click on the **plus**  symbol to the left of **Other Contacts** to expand the option. Click on **Open Other Contacts**.




5. Select the person's name from the **Monash's Directory** and click on **OK**.



6. The other person's contacts will open in a separate tab. You will be able to use the contacts list according to the access you have been delegated (see image next page).



7. To close the other person's contacts, click on the  button in the **Contacts** tab.

Tip: Create a shortcut to this person's mail so you don't need to look it up every time. Set this up in **File > Preferences > Contacts > Add the name to Create shortcuts to other contacts of these people**
