

How to proxy to another mailbox or calendar using Outlook Webaccess

If you have **full access** to another person's email account:

1. Log into Outlook Webaccess as yourself.
2. Locate the web page URL at the top of the screen (it should be <https://webmail.exchange.ubc.ca/exchange/>).
3. Simply add the Outlook login name to the end of the URL Example: for John Doe's email account (login name = jdoe), you would have the following:
<https://webmail.exchange.ubc.ca/exchange/jdoe>
4. Then hit the ENTER key and you should now be in John Doe's mailbox.
5. To get back to your email account, you can keep clicking the "Back" arrow until you are there.

If you have **access only to**, say, the **Calendar** of another person's email account:

1. Log into Outlook Webaccess as yourself.
2. Locate the web page URL at the top of the screen (it should be <https://webmail.exchange.ubc.ca/exchange/>)
3. Add the Outlook login name to the end of the URL, a forward slash and then the word "calendar". Example: for John Doe's calendar (login name = jdoe), you would have the following: <https://webmail.exchange.ubc.ca/exchange/jdoe/calendar>
4. Then hit the ENTER key and you should now be able to see the John Doe's calendar.
5. To get back to your email account, you can keep clicking the "Back" arrow until you are there.

Please note: you will have to know the Outlook login name of the account to which you wish to proxy. It may not be what you think it is so you will have to talk to the person who owns the account, or if it is a generic type of email account, then you can ask Bernie or Dillon to give you the Outlook login name.