Microsoft Outlook Web App 2010

Logging in to another Microsoft Exchange Account

If you have access to another Microsoft Exchange account (department email and/or voice mail, for example), you can switch to that account from Microsoft Outlook Web App 2010. You will then be able to access the Inbox, Email Settings and Phone Settings (if applicable) associated with that account.

To access another Exchange account:

1. Log in to Microsoft Web App 2010 with your UIS Net ID and password.
2. Click on the down arrow next to your name on the upper right hand corner of the screen.

   a. A box will open where you can search for another Mailbox.

   b. Type the email address of the mailbox in the **Select Mailbox** field. You must have access to the mailbox to open it. Select the mailbox from the list.
c. Click on Open.

d. You will now have access to all the features of the mailbox, including Phone settings.