# How to Add Another Person's Mailbox to Your Mailbox Profile

If you frequently work with someone else's Outlook folders, you may want to add that person's mailbox to your Outlook profile. This will automatically open the other person's mailbox each time you open Outlook, and will appear in the Navigation Pane below your mailbox folders.
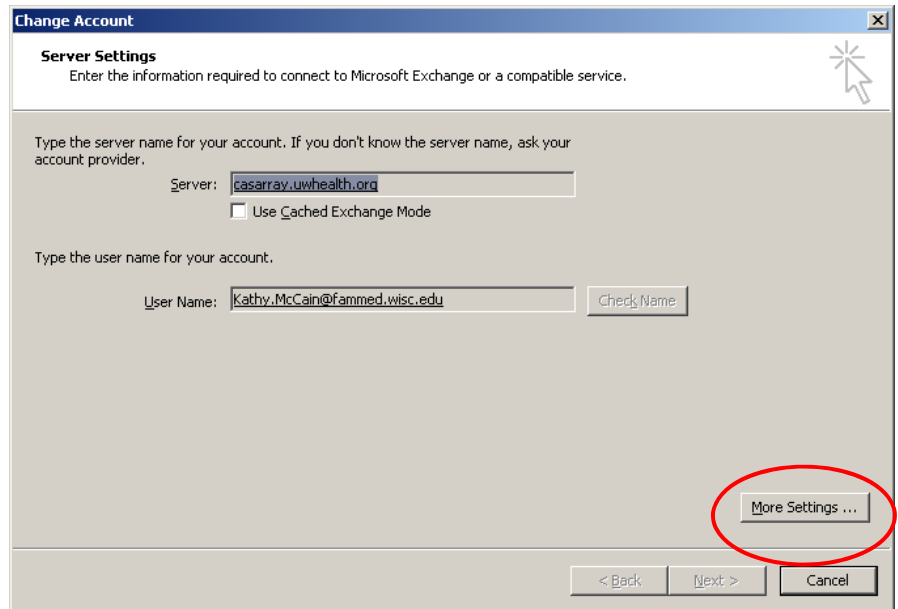

From the **File** tab, click **Account Settings** and then **Account Settings** from the drop-down menu.
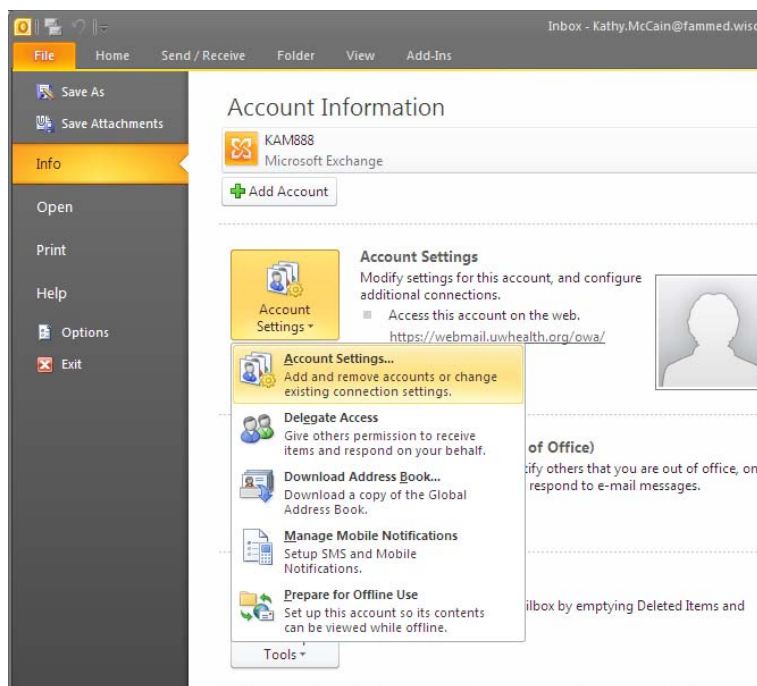
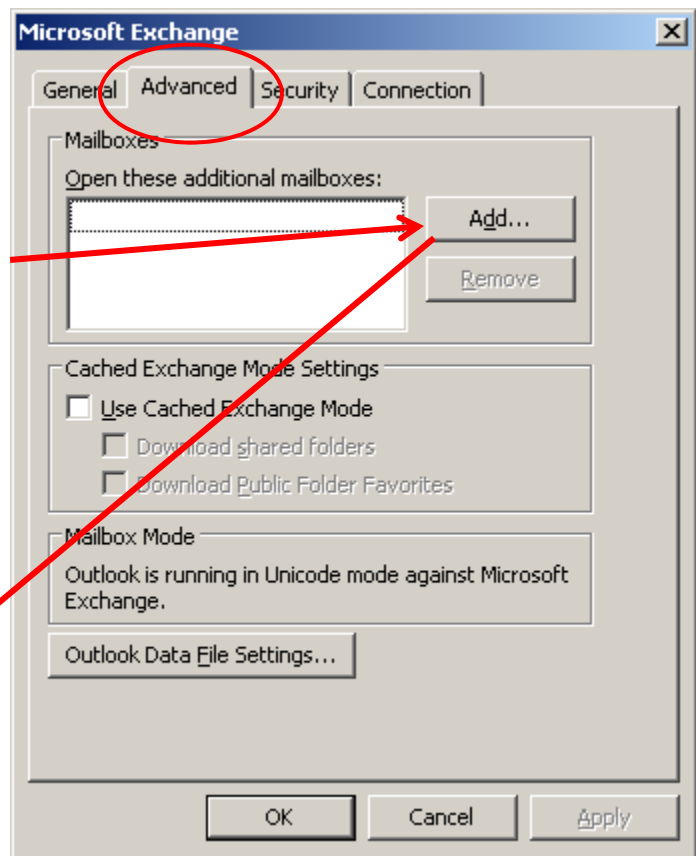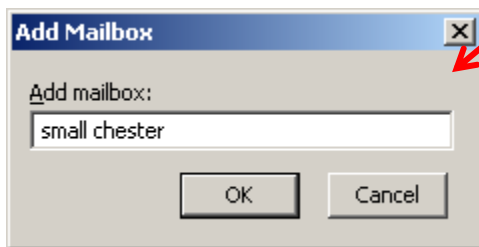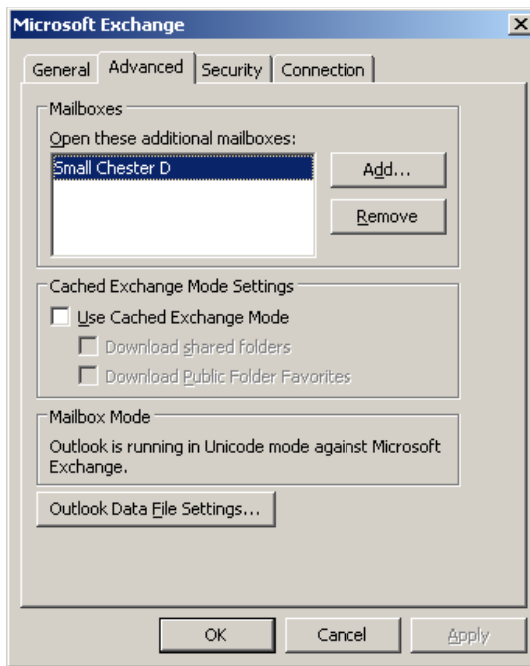Select your account from the email tab, and then click **Change**
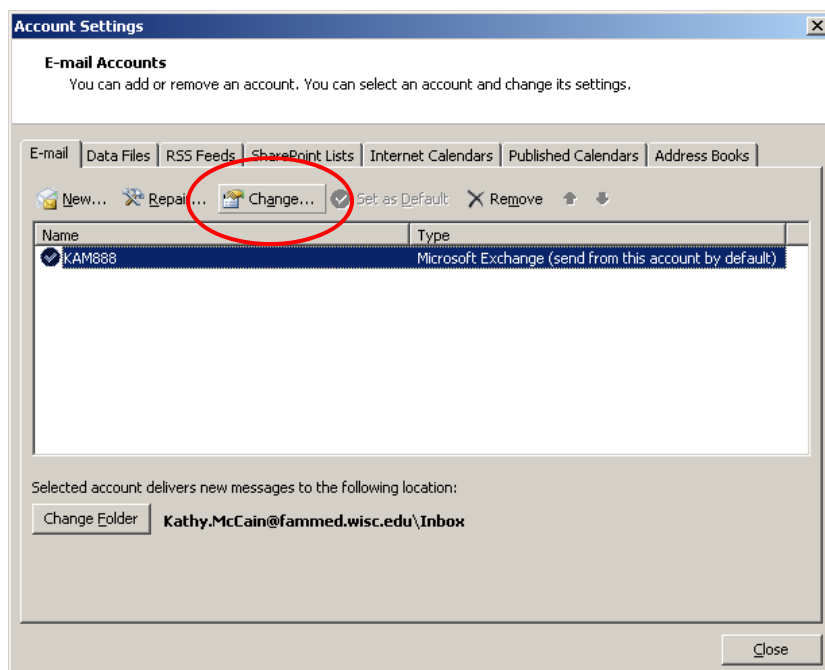
Click **More Settings**

Advanced Tab

Add

Enter the mailbox name of the person whose mailbox you want to add to your user profile.
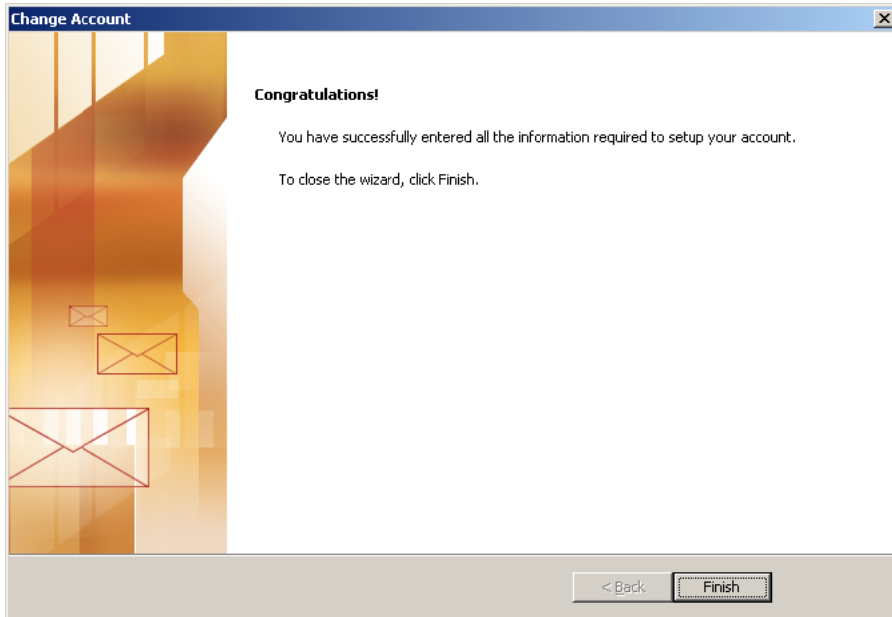
Click **OK**

Click **OK**

Click **Next**

Select **Finish** to close the Change Account wizard

Click **Close**

The person is now added to your Navigation Pane