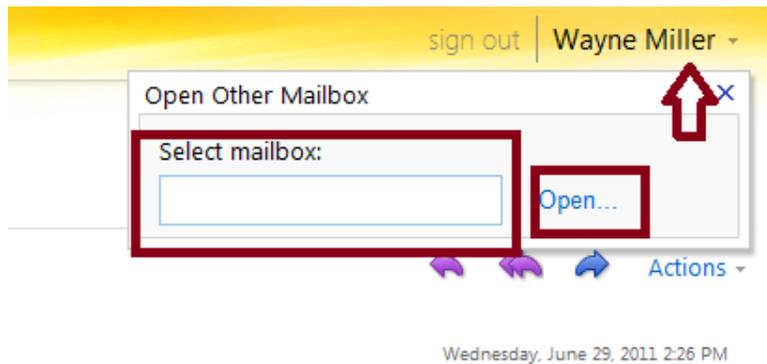


Taking control of another account

- You need to have been given full access and send as privileges; this requires intervention by Academic Technologies

In the Web App, click on your name in the upper right hand of the Web App window. Type in the Exchange Address Book name for the account you wish to access (shared mailboxes will usually begin with law-).



Click on **Open...** to resolve the name of the account. Click again if needed.

If you are not using the latest version of Internet Explorer or Firefox, you may find that you are unable to access the page – it may seem frozen. If so, you will need to reload the page a few times to unfreeze it.



Refresh and stop buttons in Firefox



Reload and stop buttons in Internet Explorer