

How to view a Proxy Account in Outlook Web (In a web browser)

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ISSUE

How to view a Proxy Account in Outlook Web (In a web browser)

ENVIRONMENT

Internet Browser

Outlook Web

RESOLUTION

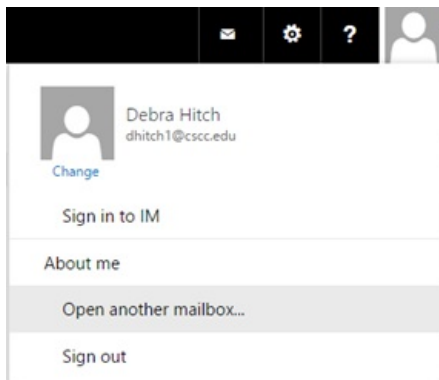
Part I

Open a web browser

In address bar type: **outlook.com\csc.edu**

Log in to your email account

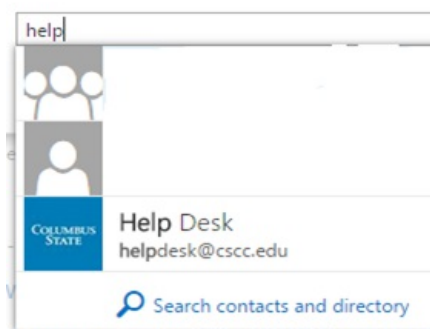
In the top right side of the Outlook bar, click on either your picture or the grey box with an image of a person and choose **Open another mailbox...**



In the dialogue box, type in the name of the proxy account you want to view.

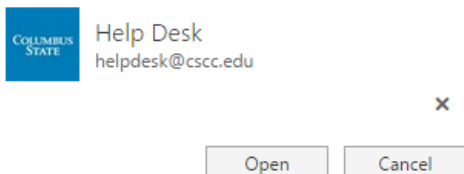
If the proxy account does not automatically populate, click on **Search contact and directory**, and choose the correct proxy account

Open another mailbox



Select your account and choose **Open**

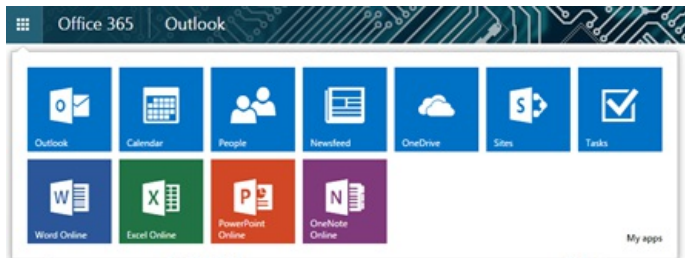
Open another mailbox



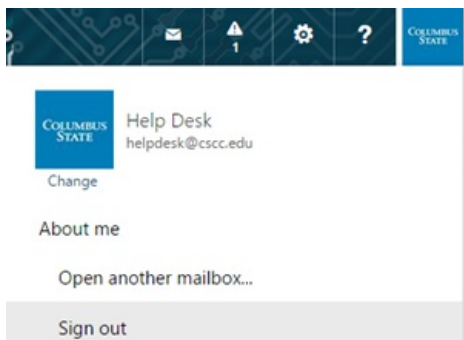
This will open to the **Inbox** of the proxy account.

Part II

In order to access other areas of the proxy account such as the Calendar or Contacts, click on the **My apps** button at the top left of your Outlook page.



To exit the proxy account, click on the picture of the proxy account in the top left side of the Outlook page and click **Sign out**



Signing out will take you back to the Outlook Web login screen.

CAUSE

N/A

METADATA

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Posted by: [Debra Hitch](#) - Mar 5, 2015 at 10:04 AM. This article has been viewed 13529 times.

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