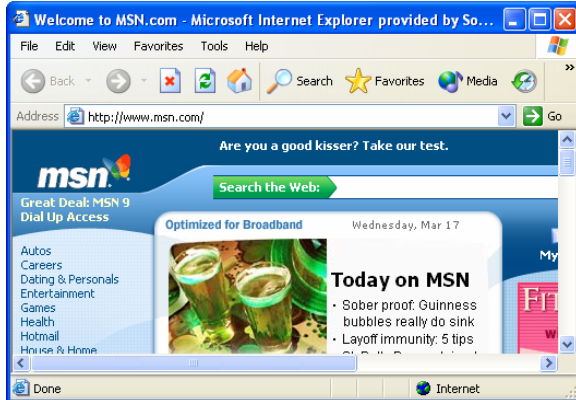


## Access another Person's Mailbox through Outlook Web Access

If you have the permissions that permit you to gain access to another user's mailbox, you can view the contents by using Outlook Web Access (OWA).



Click on your Internet Browser to launch the Internet.



When Internet Browser opens,  
In the Address bar type;  
<https://esxowa.utmck.edu/exchange/username> and  
hit Enter

Note: The username is the Mailbox alias  
Example: Firstname.Lastname



The Microsoft **Outlook Web Access** Log On  
page appears,  
Enter your username and your password. The  
password is the same as your Active Directory  
password.

These credentials are used to verify that you have  
permission to the person's mailbox and to  
authenticate your request.

### Additional Information

If you have the correct permissions, you can also open other specific folders for another user by following the same syntax, as follows:

#### Calendar

<https://esxowa.utmck.edu/exchange/username/calendar>

#### Contacts

<https://esxowa.utmck.edu/exchange/username/contacts>