

Procedure for supervisors to read E-mail of others

Supervisors do not need to access staff's accounts or passwords. Each staff member will add the name of his or her supervisor. You, as their supervisor, need to do the following:

While in Outlook, click on **File**, click on **Open**, click on **Other User's Folders**, type the last name of your employee. When list appears, select the correct name by highlighting it, and click on OK.

1. Your employee's e-mail box will pop up, or
2. You get the following message: **Unable to display the folder. The Inbox folder could not be found**, which means that the employee has not yet set you up as a reviewer, or the wrong privilege selection was made. Ask them to redo the procedure.