Once a team member has granted you access to their In Basket you will need to access their In Basket in order to view and act on the messages contained there. If your attachment to their In Basket should only be for a limited time period, you can also set the end date for access.

> For instructions on granting access to another team member to view your In Basket messages, see the SRG *Grant a Team Member Access to Your In Basket*.

1. Go to ✉ **In Basket** and click the **edit** icon (✏) in the 🗐 **Attached & Covering** section of the sidebar.

2. On the **Attach** tab, enter in the search field at the bottom of the window the name of a person whose In Basket you are attaching to, and then click ➕ **Add**.

   a. In Basket attachments remain until either team member removes access. To make the attachment temporary (i.e.: for an interim team member), click 🕐 in the 🕐 column. Users displaying a 🕐 are temporary attachments and are removed as soon as you log out.

3. Click ✔ **Accept**.

After you attach to another team member's In Basket, select the 🗐 **Attached & Covering** section in the In Basket sidebar to review the other team member's messages.