

Open a Shared or Delegated Mailbox in Outlook on a Mac

2619 Laurie Sherrod August 16, 2022 [Calendar](#)

HOW TO OPEN A SHARED OR DELEGATED MAILBOX ON A MAC

Use this method if you are a delegate for another user's mailbox or when you have permissions to several folders in a shared mailbox. You can also use this method when you have full access permissions to a mailbox.

In the **Tools** menu, choose **Accounts**, and select the account that has access to the mailbox.

Select **Delegation and Sharing**.

Choose **Shared With Me** tab.

Choose **+** to add a shared or delegated mailbox.

Alternatively, you can also go to **File > Open > Shared Mailbox** to open a shared or delegated mailbox.

If you have more questions, email ITHELP@clermson.edu or call 864-656-3494.

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