Mac Outlook 2011: Accessing a Shared Mailbox

The following are step to access another person’s mailbox from your Mac Outlook profile. **IMPORTANT:** the manager of the mailbox you want to access must grant you permission.

1. Open Microsoft Outlook

2. Select “**Tools**” on the menu bar; select “**Accounts...**”

   ![Account dialog box](image1)

   The Account dialog box is displayed

3. Select your **Exchange account**; then click the “**Advanced...**” button in the lower right-hand corner.

   ![Advanced settings](image2)

4. Select the “**Delegates**” tab

   ![Delegates tab](image3)

2/21/2012
5. In the section named **People I am a delegate for**, click the **Add...** button.

The **Select User** dialog box is displayed.

6. Type the **last name** of the shared mailbox in the text box; then click the **Find** button.

7. Select the desired user from the search result list and click **OK**.

Click OK to close the open windows.

8. The shared Inbox will appear in the Navigation list on the left side.

Sending a mail message

You will be able to send and receive mail messages using the shared mailbox as you would your own mail messages. However, when creating a brand new message, be sure to specify the shared mailbox account as the sender on the **From:** line using the drop-down menu.