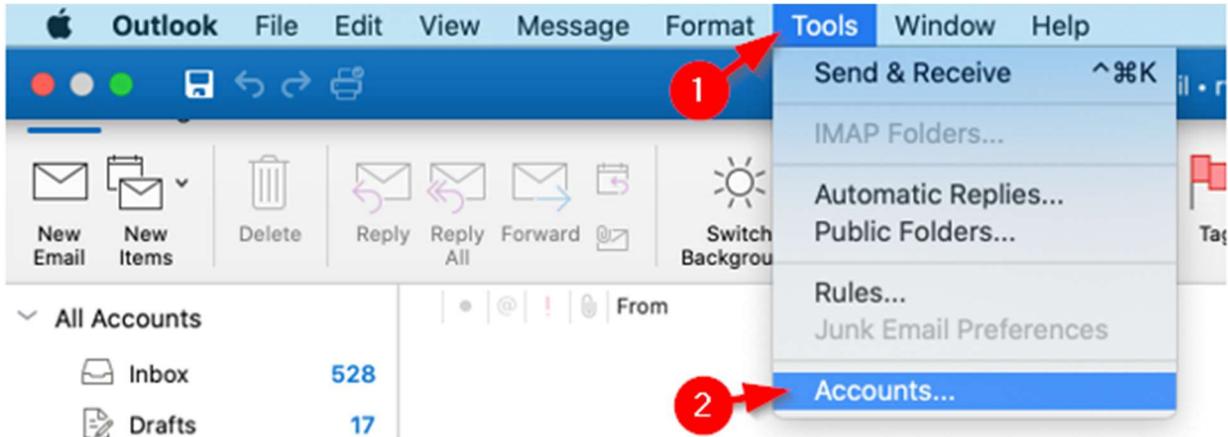
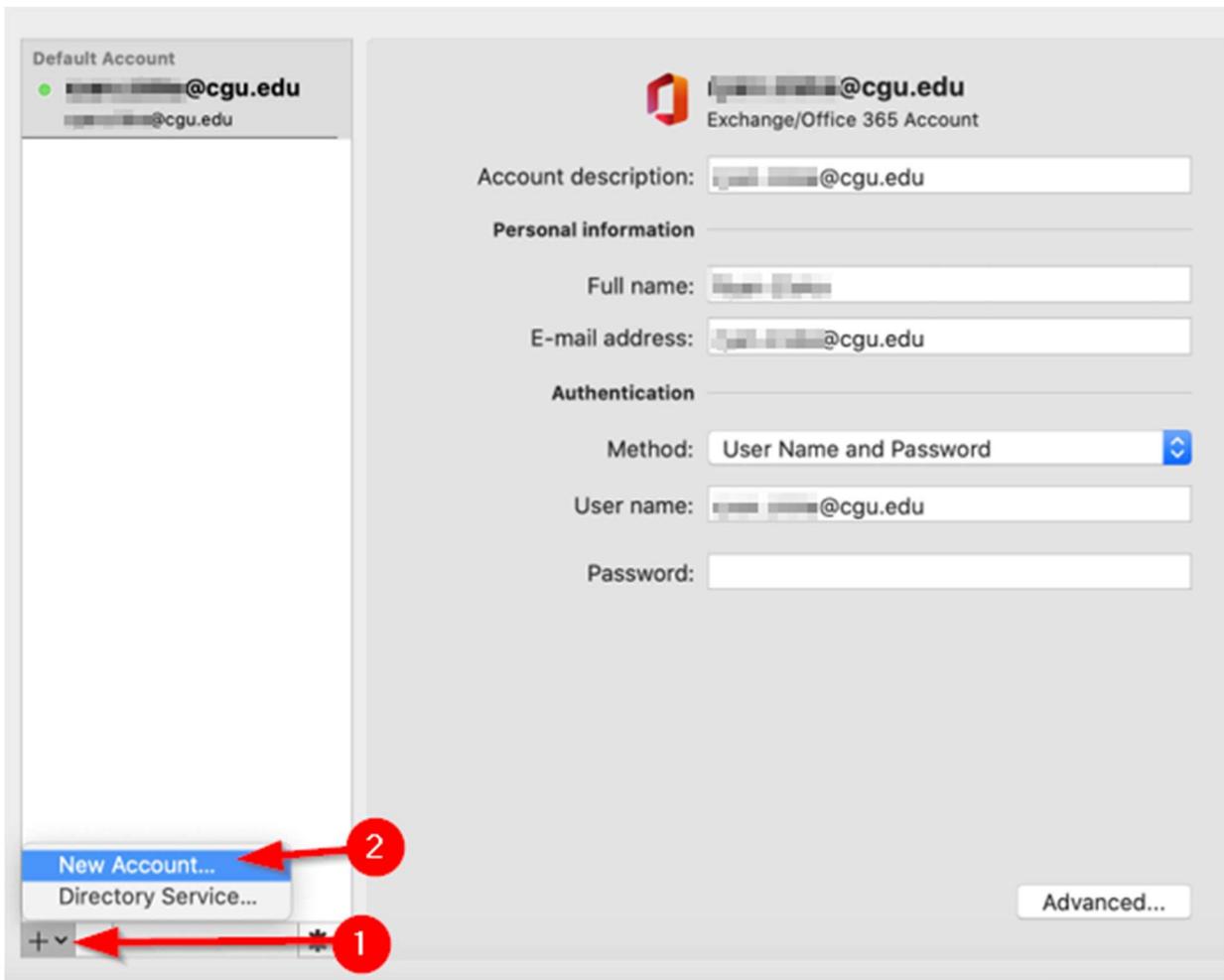


MacOS: Accessing Delegated Mailboxes

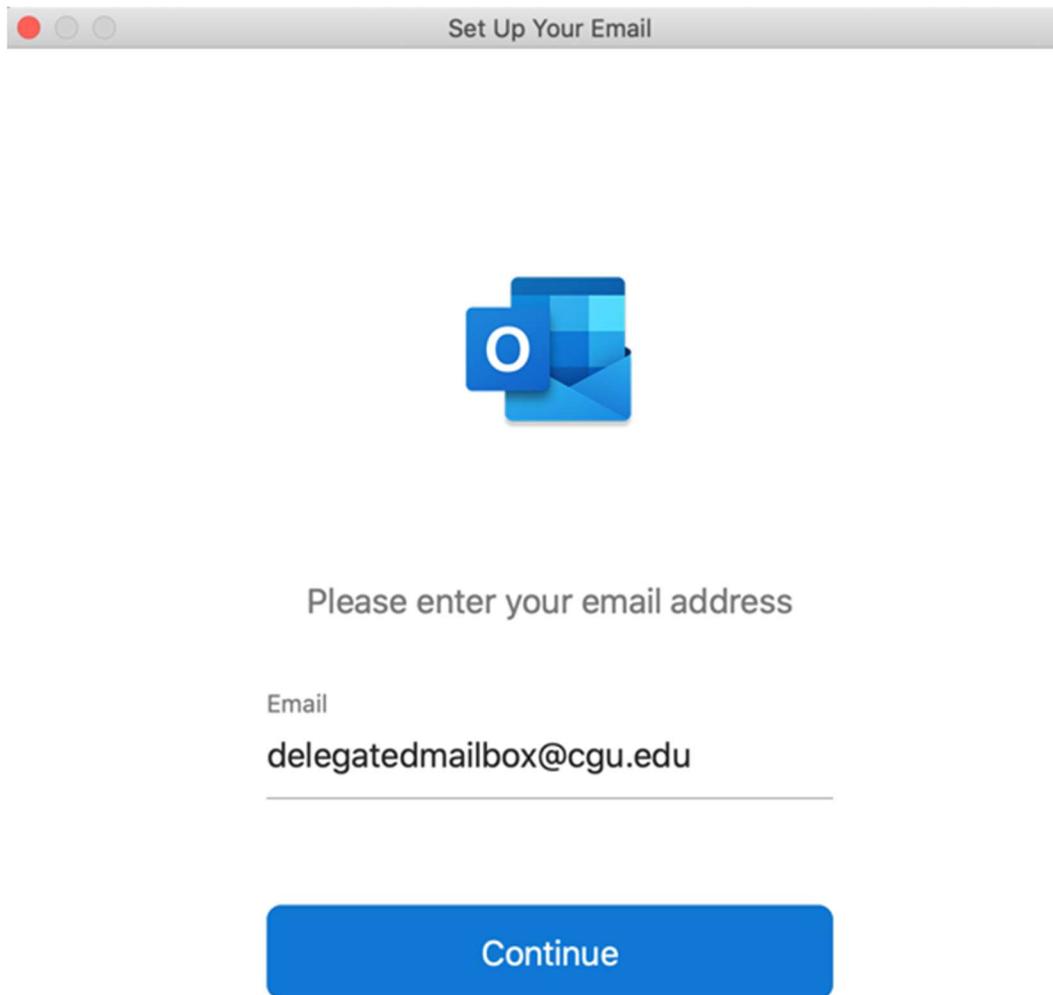
1. Open Outlook, then navigate to *Tools > Accounts...*



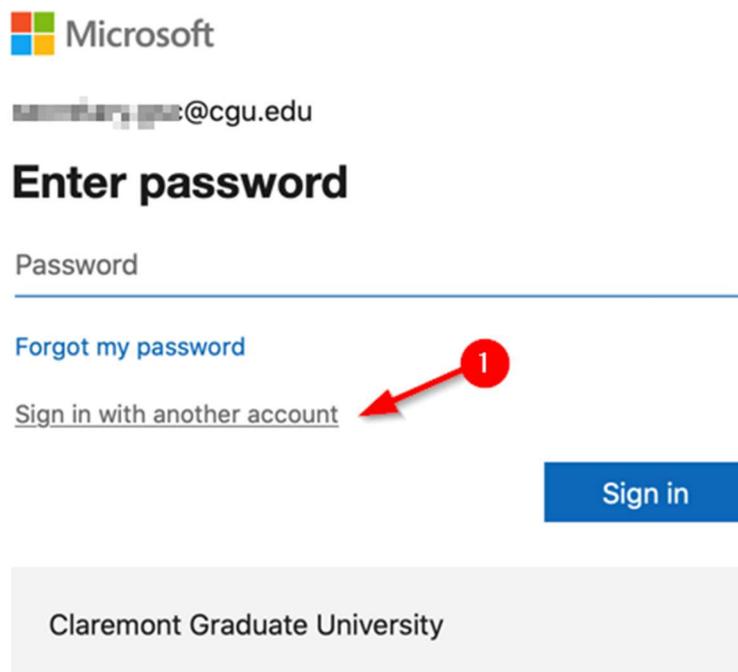
2. Click the + in the lower left-hand corner then select **New Account...**



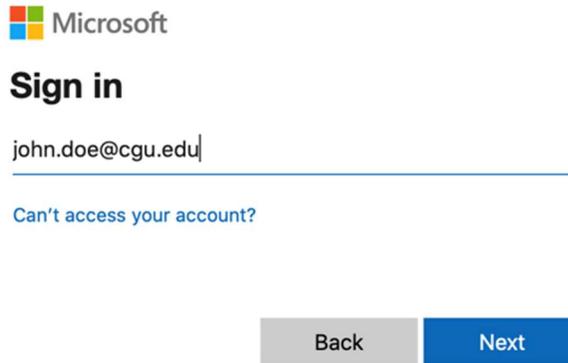
3. Enter the delegated mailbox email address you are attempting to access.



4. Select *Sign in with another account*.

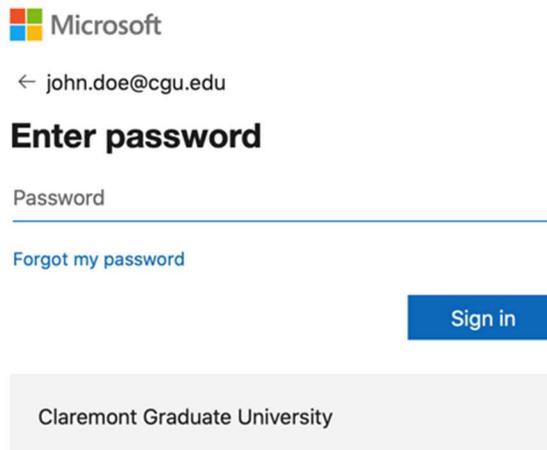


5. Enter your personal CGU email address (e.g. john.doe@cgu.edu), then click **Next**.



The screenshot shows the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the heading "Sign in". A text input field contains the email address "john.doe@cgu.edu". Below the input field is a blue link that says "Can't access your account?". At the bottom of the page are two buttons: a grey "Back" button and a blue "Next" button.

6. Enter your personal CGU email address password, then click **Sign in**.



The screenshot shows the Microsoft "Enter password" screen. At the top is the Microsoft logo. Below it is the heading "Enter password". Above the password input field is a back arrow and the email address "john.doe@cgu.edu". The password input field is labeled "Password". Below the input field is a blue link that says "Forgot my password?". At the bottom right is a blue "Sign in" button. At the bottom center, there is a grey box containing the text "Claremont Graduate University".

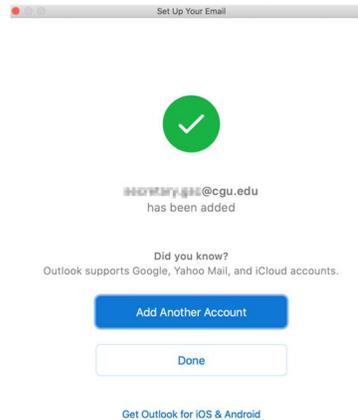
7. This will contact Office 365 to connect you to the delegated mailbox.



Connecting to Office 365...

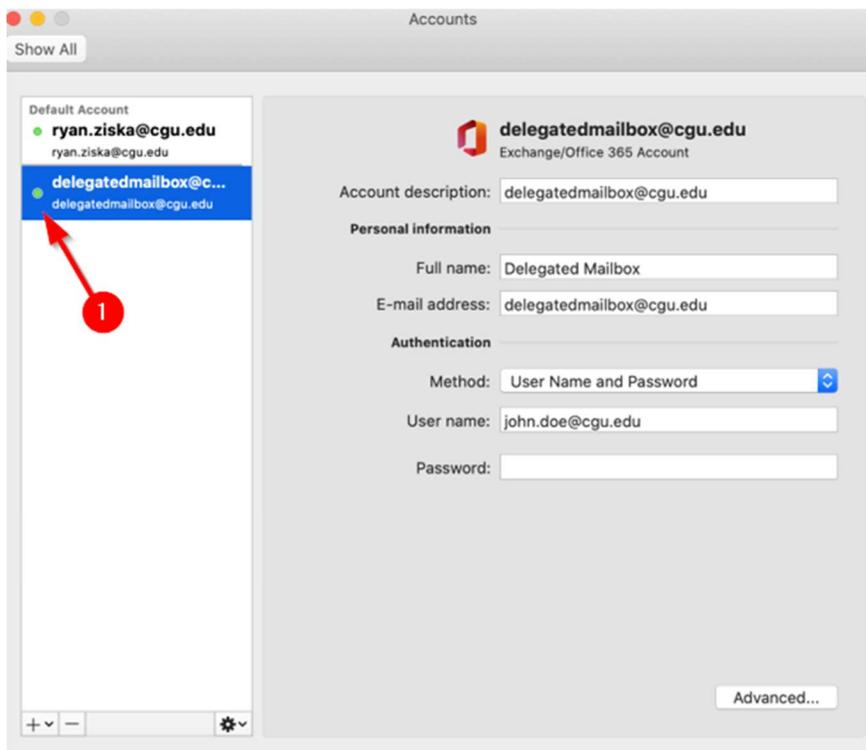


8. You will be notified the delegated mailbox has been added and click **Done**.



The screenshot shows the Outlook account setup completion screen. At the top is a title bar that says "Set Up Your Email". Below it is a large green checkmark icon. Underneath the icon, the text reads "john.doe@cgu.edu has been added". Below that is a question "Did you know?" followed by the text "Outlook supports Google, Yahoo Mail, and iCloud accounts." At the bottom are two buttons: a blue "Add Another Account" button and a white "Done" button. At the very bottom, there is a link that says "Get Outlook for iOS & Android".

9. It may take up to 5 minutes for the mailbox to successfully add and the status to change from amber to green. Once completed, this window can be closed.



10. You will now be able to access the delegated mailbox. You will need to expand the mailbox to see all its contents.

