MacOS: Accessing Delegated Mailboxes
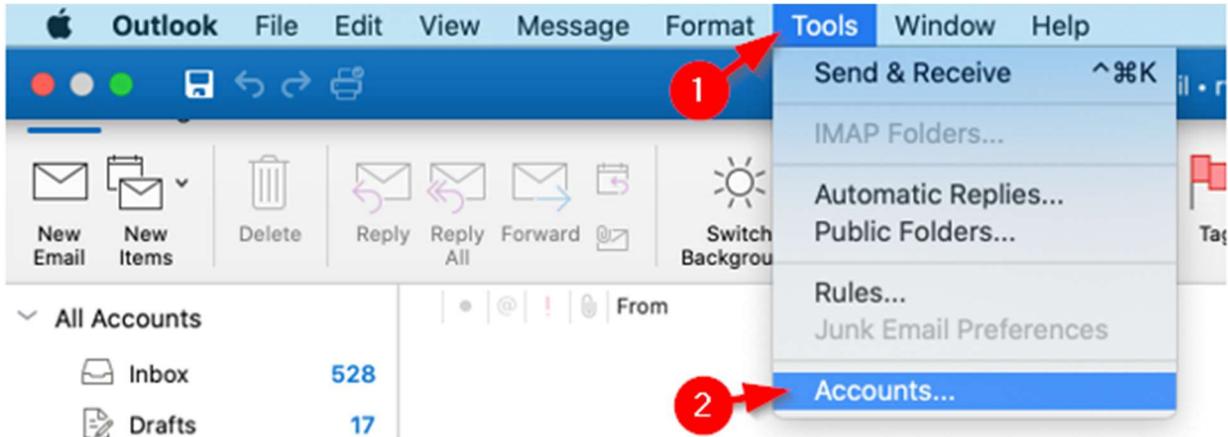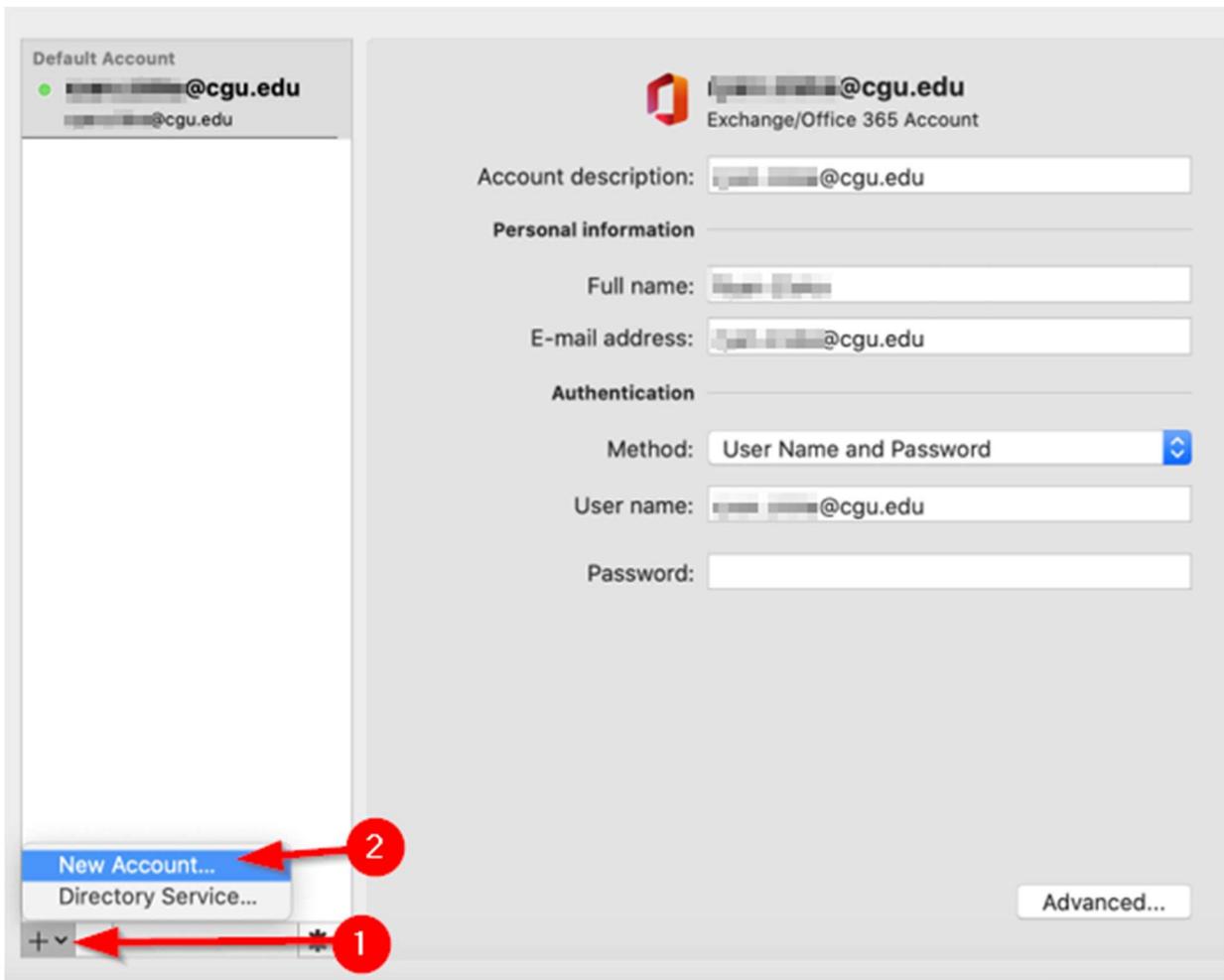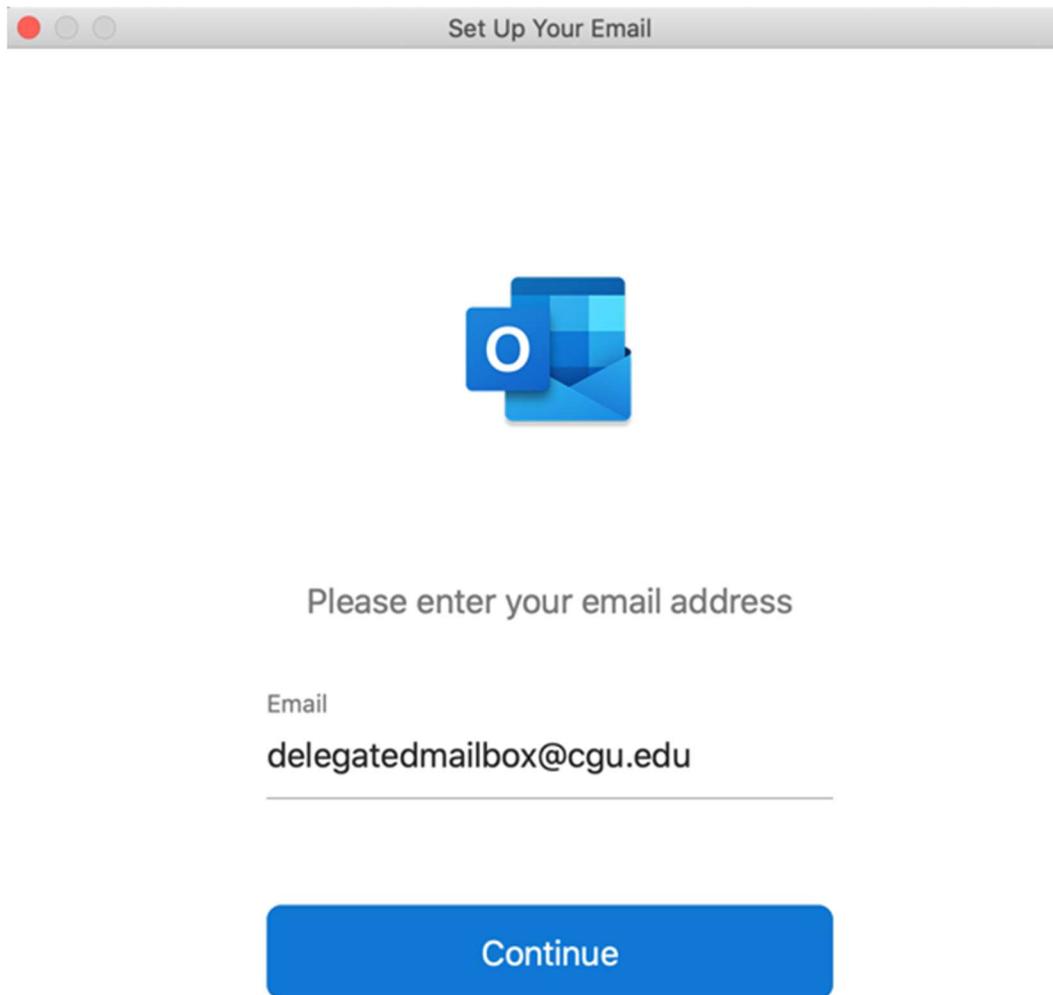
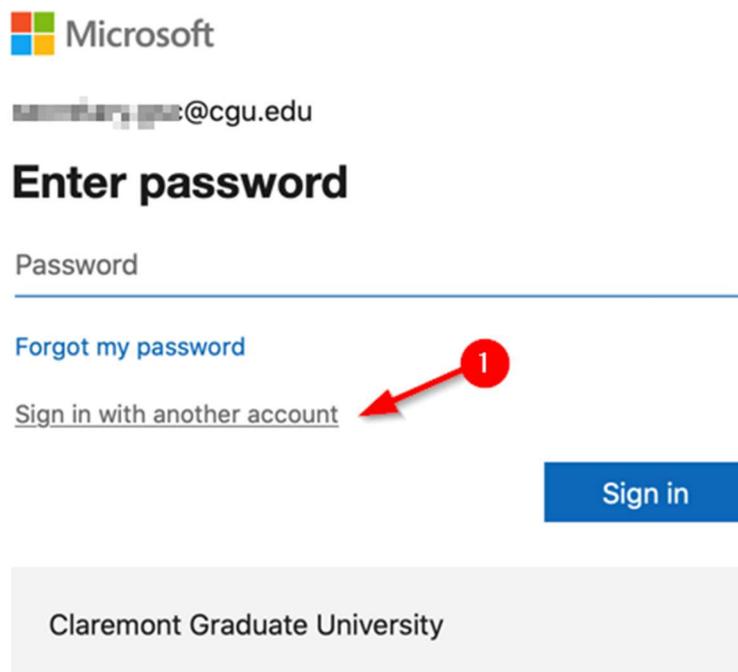1. Open Outlook, then navigate to *Tool > Accounts…*

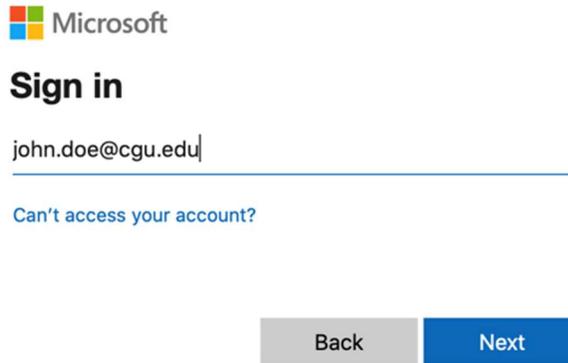2. Click the **+** in the lower left-hand corner then select **New Account…**

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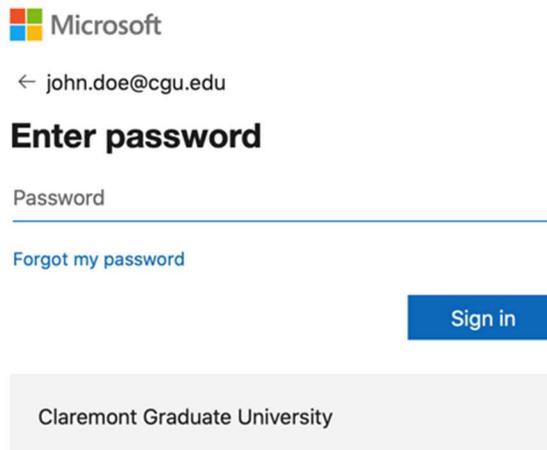

4. Select *Sign in with another account*.

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

Microsoft

Sign in

john.doe@cgu.edu

Can't access your account?

Back   Next

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

Microsoft

← john.doe@cgu.edu

Enter password

Password

Forgot my password
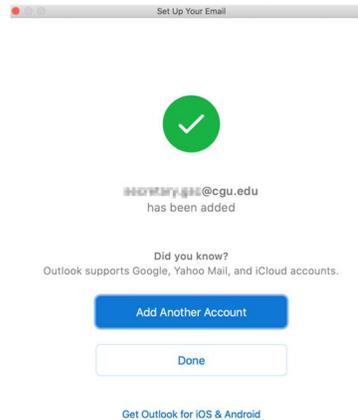
Sign in

Claremont Graduate University

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

Office 365

Connecting to Office 365...

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

Set Up Your Email

✓

▓▓▓▓▓▓@cgu.edu
has been added

Did you know?
Outlook supports Google, Yahoo Mail, and iCloud accounts.

Add Another Account

Done

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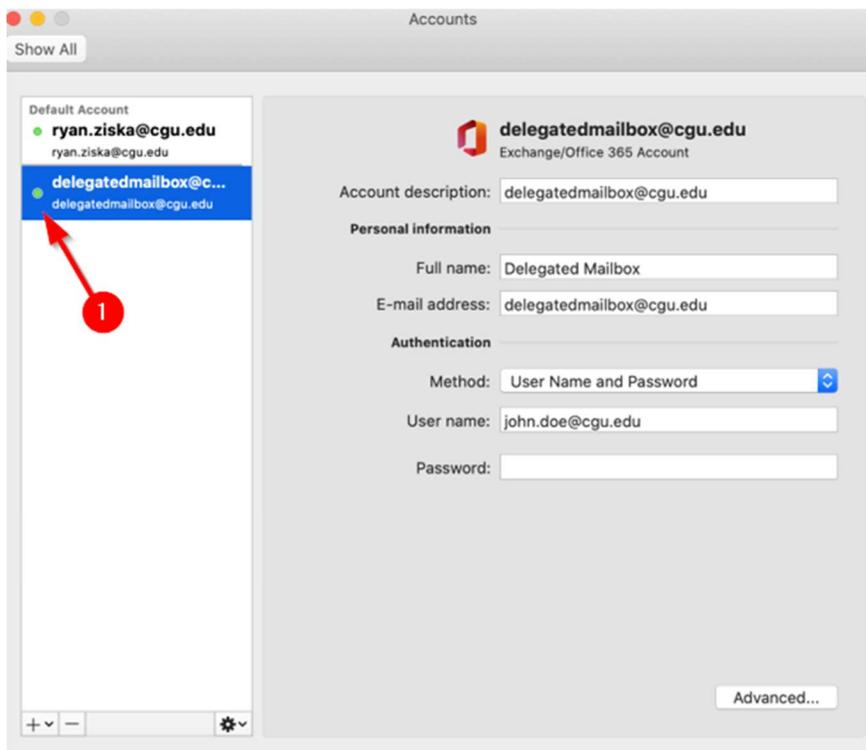
10. You will now be able to access the delegated mailbox. You will need to expand the mailbox to see all its contents.