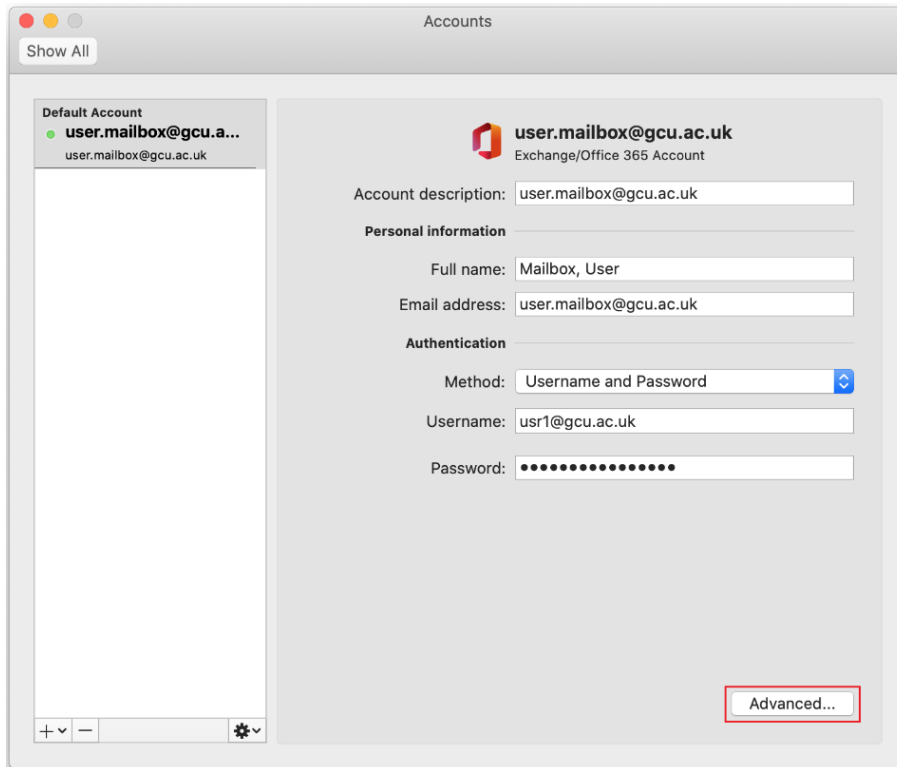
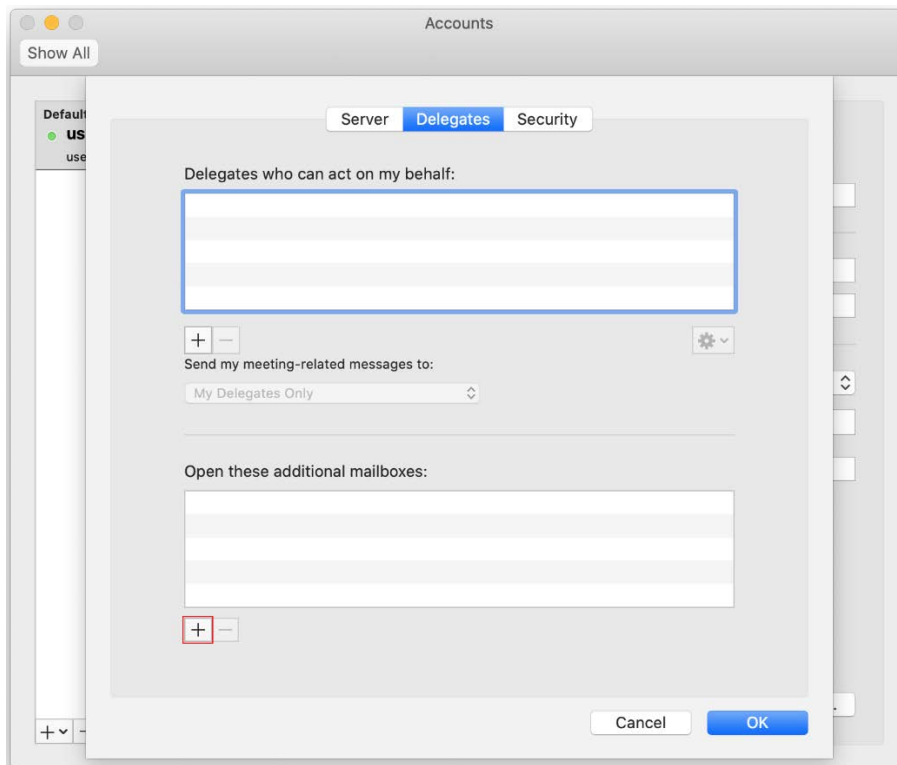


Add Shared Mailbox as Delegate Outlook for Mac

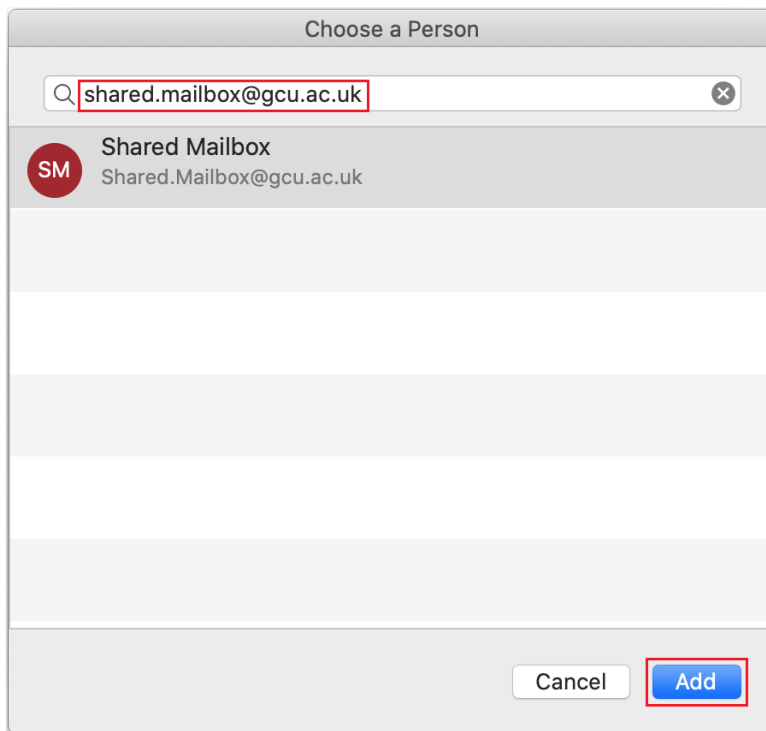
1. Click **Tools > Accounts**.
2. Click **Advanced**.



3. Click the **Delegates** tab and then click the **+** sign under **Open these additional mailboxes**.



4. Enter the email address of the shared mailbox and click **Add**.



5. Click **OK**, close the Accounts window and the shared mailbox should appear on your folder list.