



How to Open a Shared Mailbox using Outlook on macOS

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1. With Outlook open and in the foreground, click on 'Outlook' then 'Preferences' on the top left menu bar.
2. With Outlook preferences opened, click on 'Accounts' then 'Advanced' on the bottom right of the window.
3. A new window should pop up, click the 'Delegates' tab.
4. Click the '+' sign under 'Open these additional mailboxes'.
5. Enter the email of the shared mailbox you want to open and click 'Add' then 'OK'.
6. Your shared mailbox should now appear under your main mailbox.