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How to Open a Shared Mailbox using Outlook on macOS

Vincent Wu - 2022-10-05 - Email, calendar, and contacts

- 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.