



## How to Set Up a Shared Mailbox using Apple Mail on macOS

Vincent Wu - 2022-10-04 - Email, calendar, and contacts

1. With Apple Mail opened and in the foreground, click on 'Mail' in the menu bar on the top left of your screen.
2. Click 'Add Account' and select 'Other Mail Account' and click 'Continue'.
3. In the email address and password field, type '123' and click 'Sign In', it will prompt you to manual configuration.
4. Enter the following details and click 'Sign In':
  - Email Address: [accountname@eoas.ubc.ca](mailto:accountname@eoas.ubc.ca)
  - User Name: ead\CWLusername\ubceosc-g-accountname
  - Password: CWL Password
  - Account Type: IMAP
  - Incoming Mail Server: imap.mail.ubc.ca
  - Outgoing Mail Server: smtp.mail.ubc.ca

A screenshot of the Apple Mail account setup dialog box. The fields are filled with the following information: Email Address: website@eoas.ubc.ca; User Name: ead\CWL\ubceosc-g-website; Password: CWL Password; Account Type: IMAP; Incoming Mail Server: imap.mail.ubc.ca; Outgoing Mail Server: smtp.mail.ubc.ca. At the bottom, there are three buttons: Cancel, Back, and Sign In.

Email Address:

User Name:

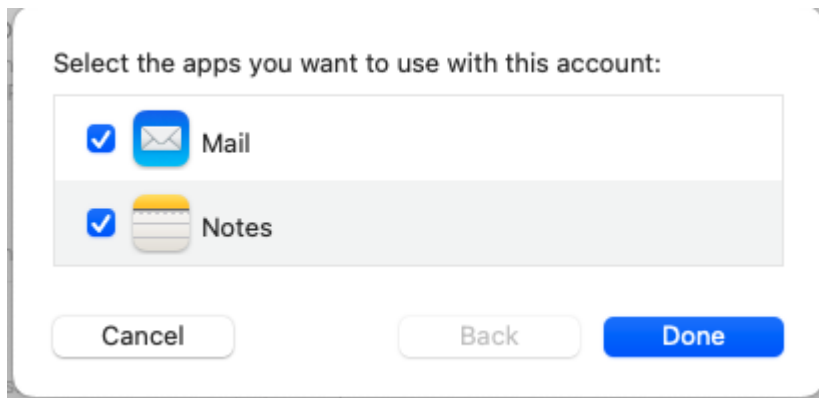
Password:

Account Type:

Incoming Mail Server:

Outgoing Mail Server:

5. Click 'Done' to sync both Mail and Notes to Apple Mail or uncheck Notes if you'd like.



6. The shared mailbox should now appear below your mailbox on the left hand side of Apple Mail.