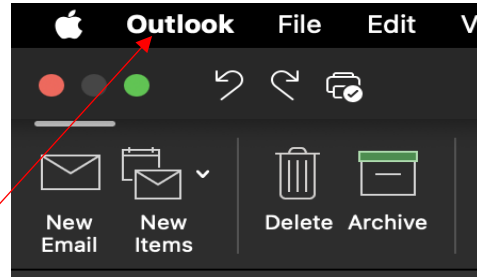


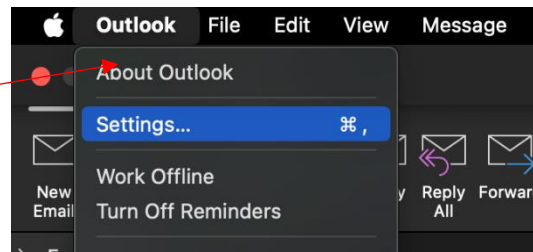
Access to Shared Mailbox on Mac

1. Users needing access to a shared mailbox must be granted permission on the back end. A supervisor would need to send an email requesting access to that shared mailbox for that individual. The email can be sent to any of the techs or helpdesk@nl.edu. After the request has been sent and the changes have been made, follow these steps:

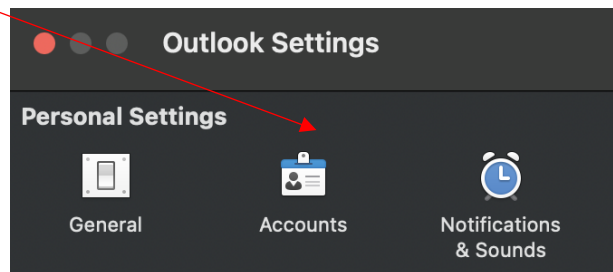


2. Launch the "Outlook" tab at the top.

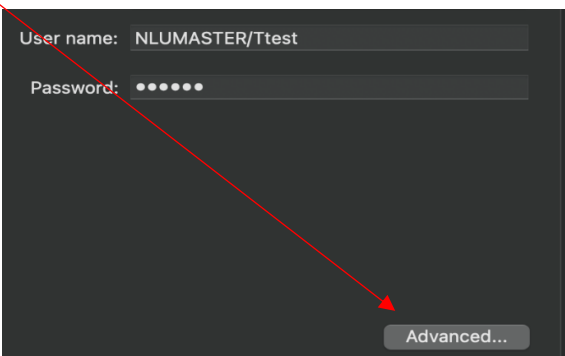
3. Select the "Settings" tab.



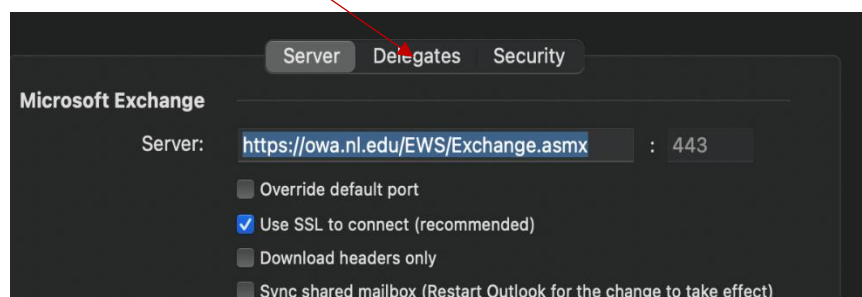
4. Select the "Account Settings tab."



5. In "Account Settings," select "Advanced." On the Bottom right.

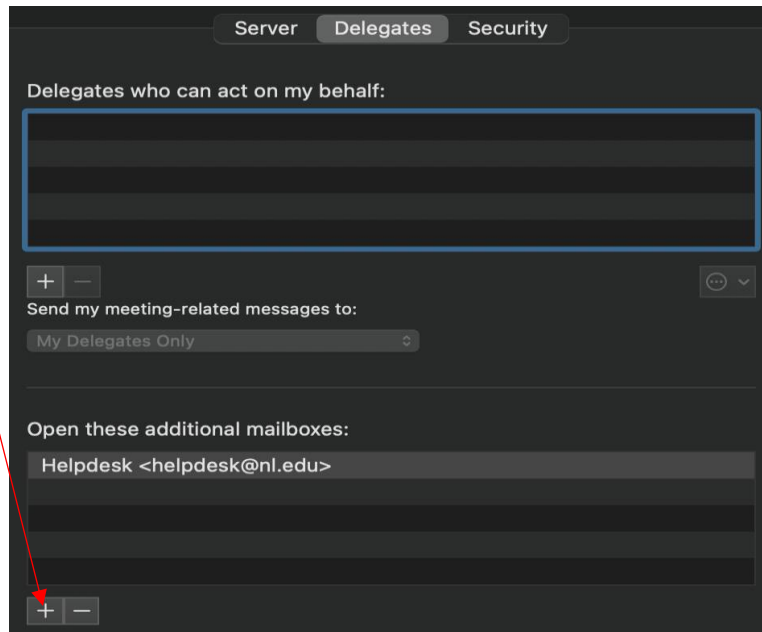


6. Select "Delegates"





7. Once you have opened up Delegates, select> the “+” symbol under “open these additional mailboxes.”



8. Type the desired email address, Click Add, then close and reopen outlook

