

Adding a Delegated\Shared Account to Office for Mac

Overview

How to add a shared mailbox in Office for Mac. This is not generally recommended except for administrative assistants or similar circumstances.

"Before you can become a delegate, another person must grant you delegate access to a Microsoft Exchange account. You may receive an email notifying you that you have been granted delegate access to someone's calendar, contacts, or email. To access the items for which you are a delegate, you must add the person who granted you access to your People I am a delegate for list. When you want to stop being a delegate for someone, you need to remove the person from the list." (Source: [Office support article](#)).

Need more help?

If this article does not help resolve the issue, please submit a ticket using this ticket type:

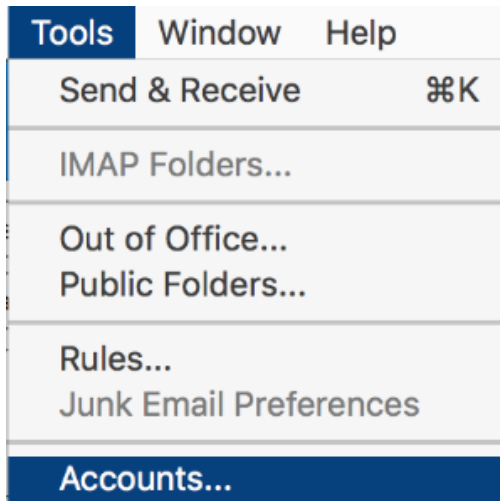
Technology > Software or Website Issue >> E-mail or Outlook

Create via email: [Email WHD](#)

Step-by-step Guide

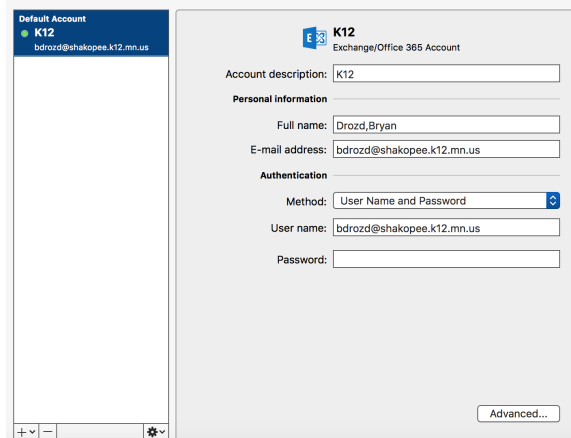
1

In Outlook, go to the **Tools** menu and select **Account**.



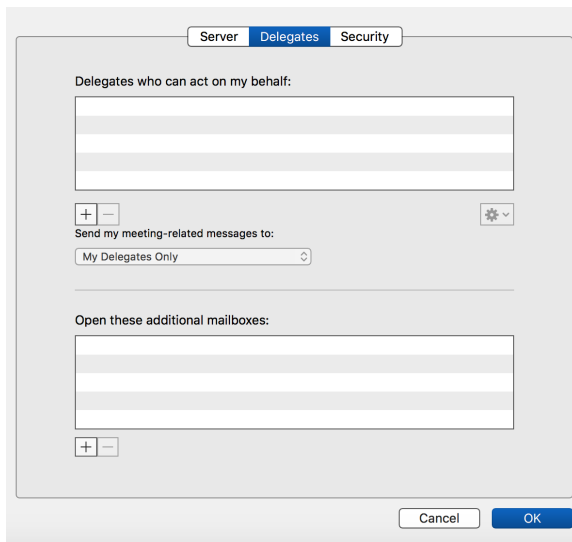
2

Click on your **account** (upper left corner) and then click **Advanced** (lower right corner).



3

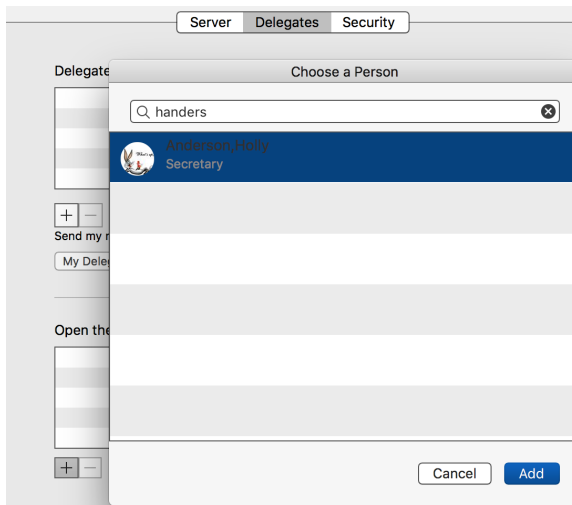
Go to the **Delegates** section.



4

In the section **Open these additional mailboxes** select the + symbol.

Type in a email address to search for the person\shared mailbox. Once found, select the desired entry and click **Add**.



5

Click **OK** to complete the process.

Related Articles

- [Adding a Delegate to Office 365 account via Windows](#)
- [Adding a Delegated\Shared Account to Office for Mac](#)
- [Adding a Delegated\Shared Account to Office for Windows](#)
- [Microsoft Home Use Program](#)
- [Mitel Connect - Exchange Account Linking](#)
- [Setup Gmail in Outlook on MacBook](#)
- [E-mail Signature in Outlook on MacBook](#)

Related Links & References

[MS Office support](#)

Deakin University version of these notes.