Email: Add a Second Mailbox to Mac Outlook

1. Open the Mac Outlook client.
2. Click the **Outlook** dropdown on the top bar of your screen and select **Settings**.
3. Select **Accounts**.
4. Select the default account and click **Delegation and Sharing**.
5. Click the **Shared with Me** tab.
6. Click the **+(plus)** symbol.
7. In the **Search** box, type in the email address of the account and click **Add**.
8. Click **OK**.
9. Click **OK** again to finalize.