1. Open the Mac Outlook client.
2. Click the **Outlook** dropdown on the top bar of your screen and select **Preferences**.
3. Select **Accounts**.
4. Select the default account.
5. Click **Advanced**.
6. Click the **Delegates** tab.
7. Under the **Open these additional mailboxes:** section, click the + symbol.
8. In the Search box, type in the new email address and click **Add**.
9. Select the correct email address.

10. Click **OK**.

11. Click **OK** again to finalize.