Email: Add a Second Mailbox to Mac Outlook

1. Open the Mac Outlook client.
2. Click the **Tools** dropdown on the top bar of your screen.
3. Select **Accounts**.
4. Click **Exchange Account**.
5. Click **Advanced**.

6. Click the **Delegates** tab.

7. Under the **People I am delegated for** 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.