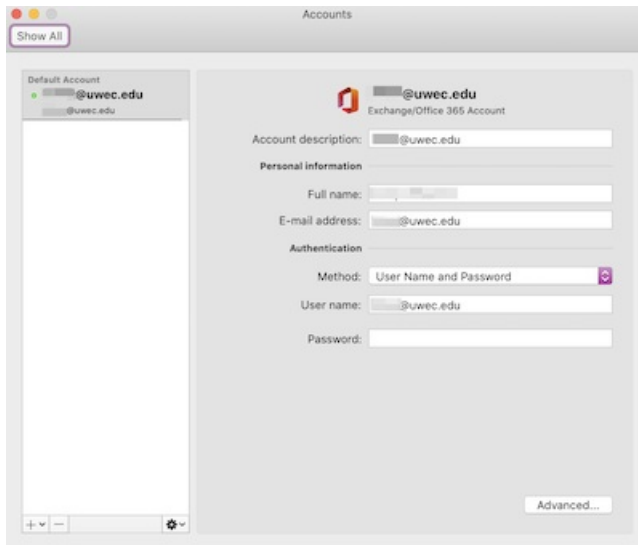


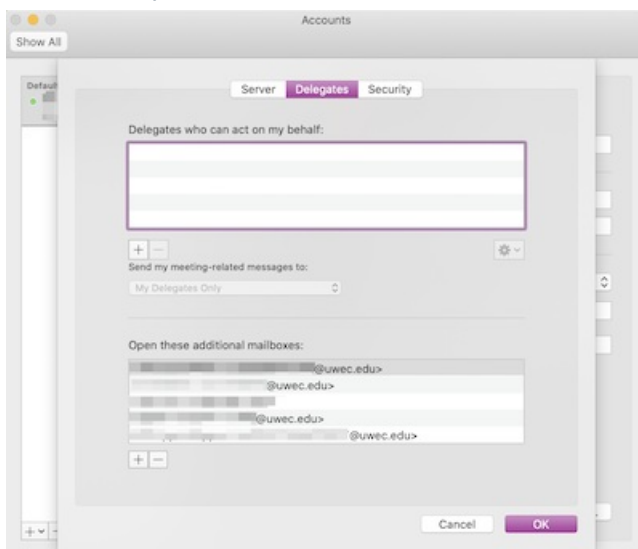
Email: Add a Second Mailbox to Mac Outlook

Last Modified on 04/20/2022 2:54 pm CDT

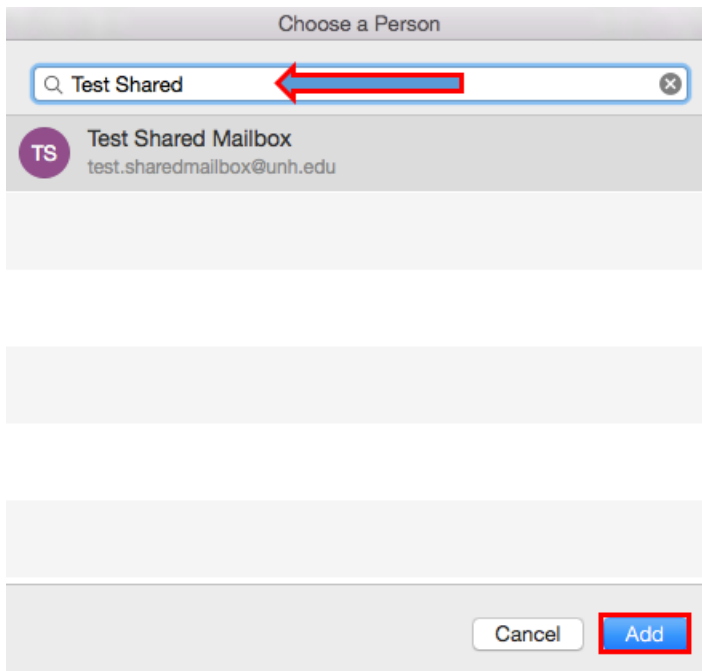
1. Open the Mac Outlook client.
2. Click the **Outlook** dropdown on the top bar of your screen and select **Preferences**.
3. Select **Accounts**.
4. Select the default account.



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.

