Email: Add a Second Mailbox to Mac Outlook

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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.