

Mac Outlook Open a Shared or Delegated Mailbox Mac Outlook Desktop App

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Use this method if you are a delegate for another user's mailbox or when you have permissions to several folders in a shared mailbox. You can also use this method when you have full access permissions to a mailbox.

To open the shared mailbox:

1. In the **Tools** menu, choose **Accounts**, and select the account that has access to the mailbox.
2. Select **Delegation and Sharing**
3. Choose **Shared With Me** tab
4. Choose **+** to add a shared or delegated mailbox