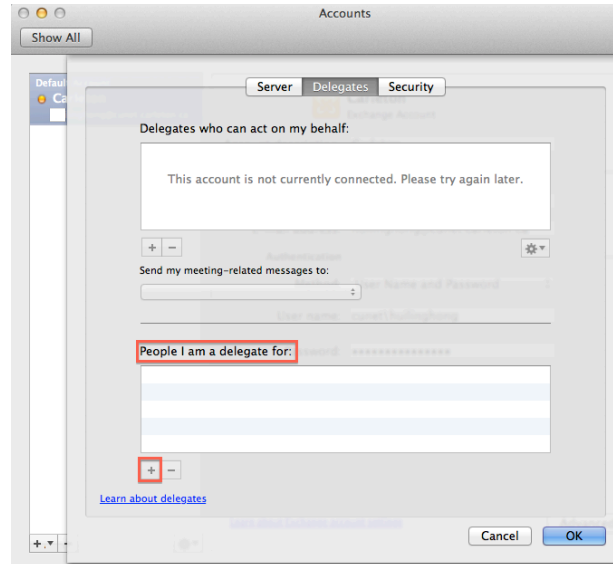


## Access a Shared Mailbox on Outlook 2011 for Mac

1. In Outlook for Mac, from the **Tools** menu and then select **Accounts...** menu item.
2. In the Accounts window, highlight your Exchange account and then click the **Advanced...** button
3. Click the Delegates tab and then in the section named “People I am a delegate for:”, click the Add (+) button. In the ‘Select User’ window, type in the name of the shared mailbox in the text box and click the Find button. Select the mailbox you want from the search results and click OK.



4. Click OK and then close the Accounts window.
5. Quit Outlook for the Mac and re-launch it. You need to do this to update the permissions.  
After a brief period, the shared mailbox should then appear on the left hand menu as a folder.

### Sending a mail message from the shared mailbox

After successfully adding the mailbox to your Outlook account, you can select the shared mailbox in the “From:” drop down of a new message. Please note that you must have been granted ‘Send As’ Permissions for the Shared Mailbox in order for this to work.

PS. If you receive a message to **autodiscover-s.outlook.com** to get new settings for your account, check “Always use my response for this server” and click **Allow**.

