

# Add an Additional Mailbox in Outlook, as a Delegate

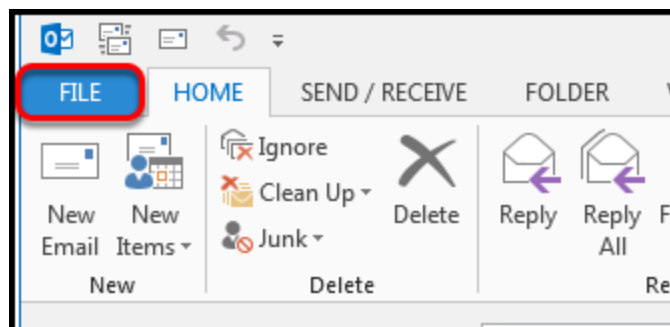
This article covers how to add an additional mailbox to a primary mailbox account in your Outlook desktop application, after being granted delegate access by a mailbox owner. The shared folder(s) will appear in your mailbox folder list.

**!** **Remember:** you must be granted permission by the mailbox owner to view their mailbox content through [Folder Sharing or Delegate Access](#).

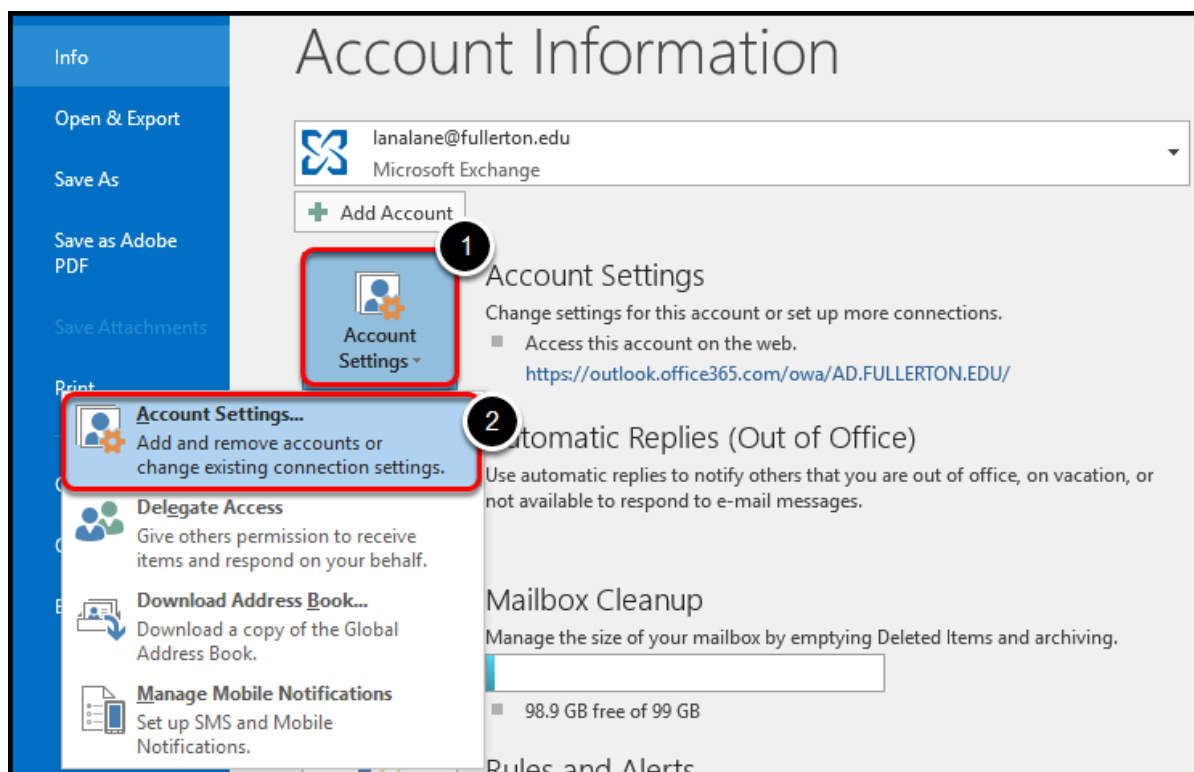
**i** As a delegate, you are given rights to access shared data by the mailbox owner without the use of a password.

## Access your mailbox account.

### 1. In your email, click the File tab.

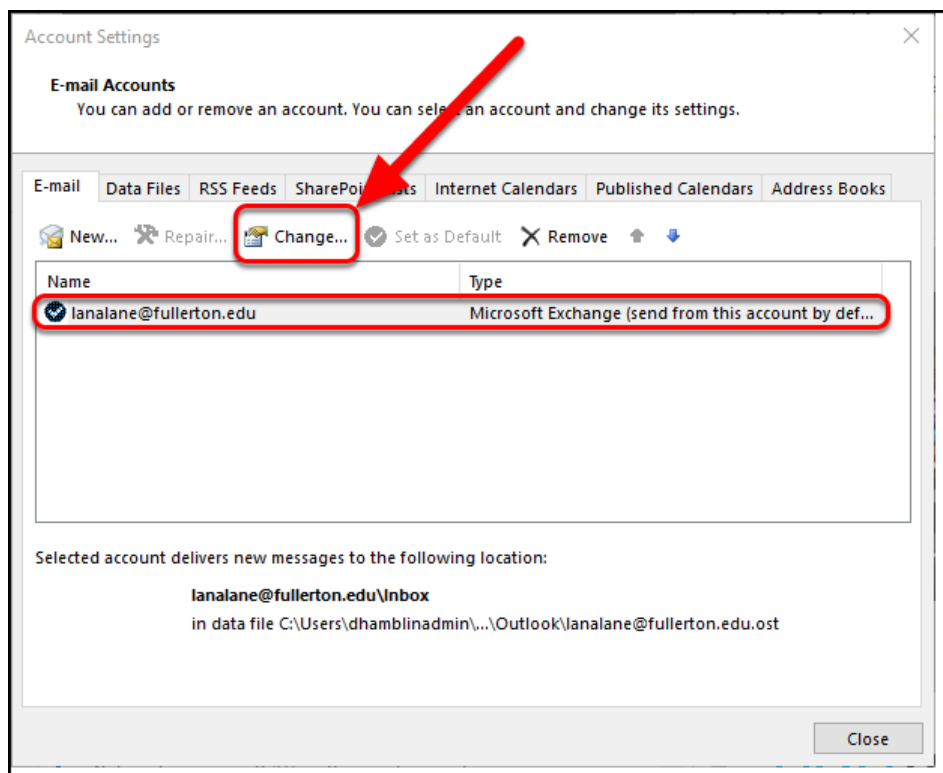


## 2. In the Info section, select Account Settings.



1. Click the **Account Settings** drop-down.
2. Click **Account Settings....**

### 3. Select the email account that has been given delegate access, then click Change...

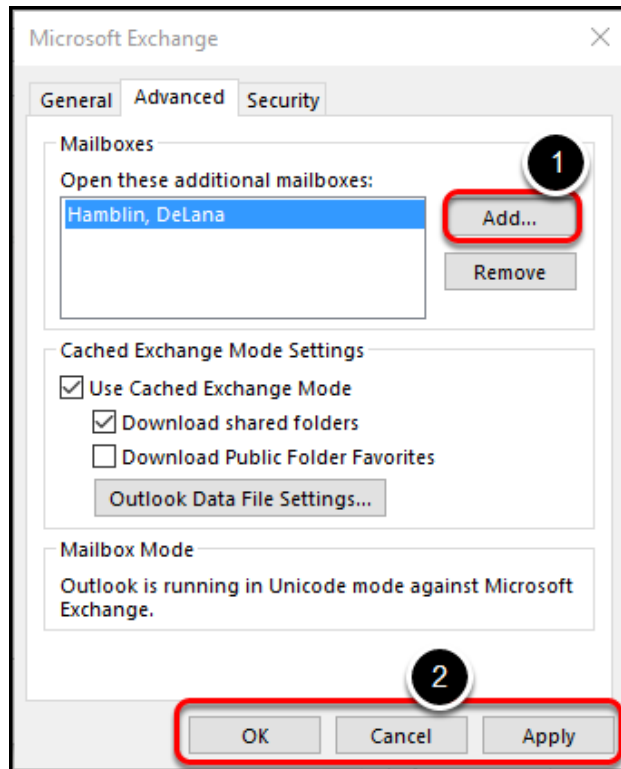


Add the additional mailbox.

4. In the Change Account window, click More Settings...

**i** **NOTE:** Ensure the Offline Settings box is checked for **Use Cached Exchange Mode**.

## 5. In the Microsoft Exchange window, click the Advanced tab to add any additional mailboxes.



Select the **Advanced** tab.

1. Click **Add...** From the Outlook directory, type the name of the mailbox you (the delegate) have been given permission to manage.
2. Click **Apply** > then click **OK**.

## 6. Click Next.

Change Account

**Server Settings**  
Enter the Microsoft Exchange Server settings for your account.

User Name:

**Offline Settings**

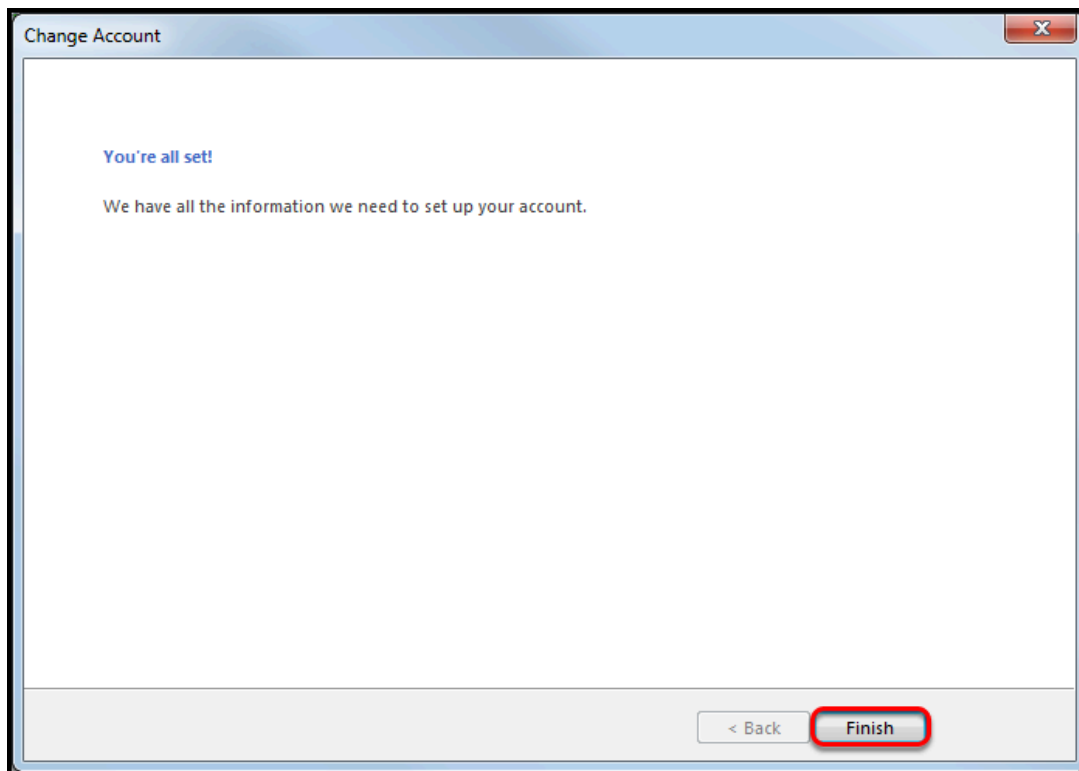
☒ Use Cached Exchange Mode

Mail to keep offline:  1 year

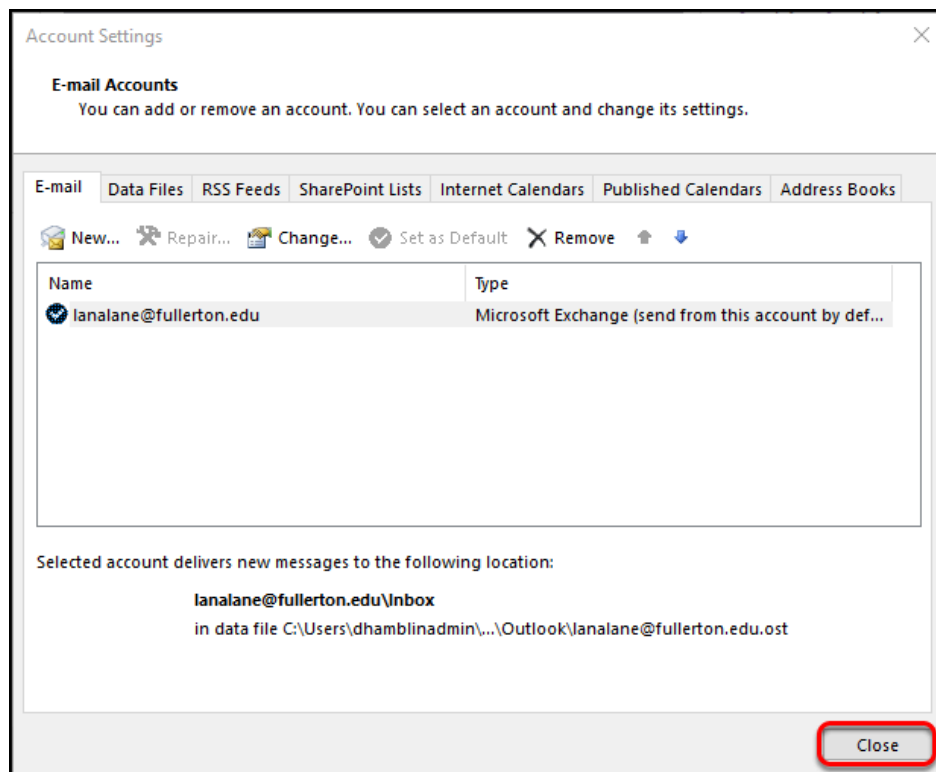
More Settings ...

< Back **Next >** Cancel

## 7. Congratulations!!! &nbsp;  The mailbox has been added, click Finish.

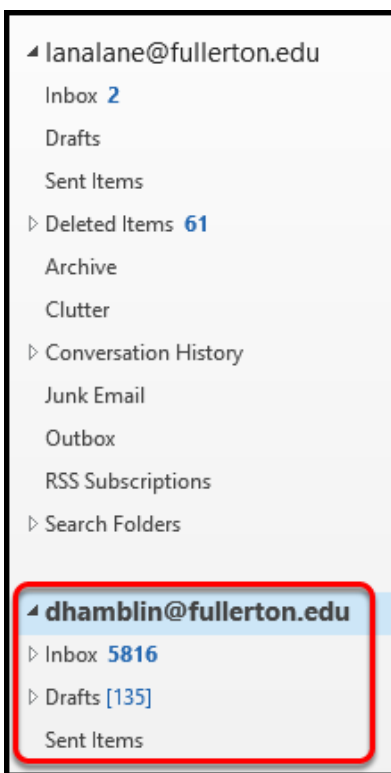


## 8. Close Account Settings window, click Close.





## 9. Click the account name in your list of mailboxes to access the mailbox you have been granted access to.



**i** Remember: A delegate will only have permission to access the folders they are granted access to.



**!** If you can't expand the mailbox, you haven't be granted the correct permissions by the mailbox owner. Contact the mailbox owner.

## Need More Help?

Contact the IT HelpDesk at [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu) or 657-278-7777.