

Setup a functional mailbox

Outlook for MacOS



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1 Instructions

Before you begin

The following instructions are supported by the TU Delft and have been tested to be working. However, we offer this manual to you as an extra service. In case you have a configuration or version of MacOS other than the one described here and you have problems setting up a functional mailbox, neither ICT nor a Service Desk will be able to help you to setup a functional mailbox in Outlook for Mac.

Prerequisites

You need an active netid, a stable internet connection and an installation of Outlook for Mac to set up a functional mailbox in Outlook with your TU Delft email-address.

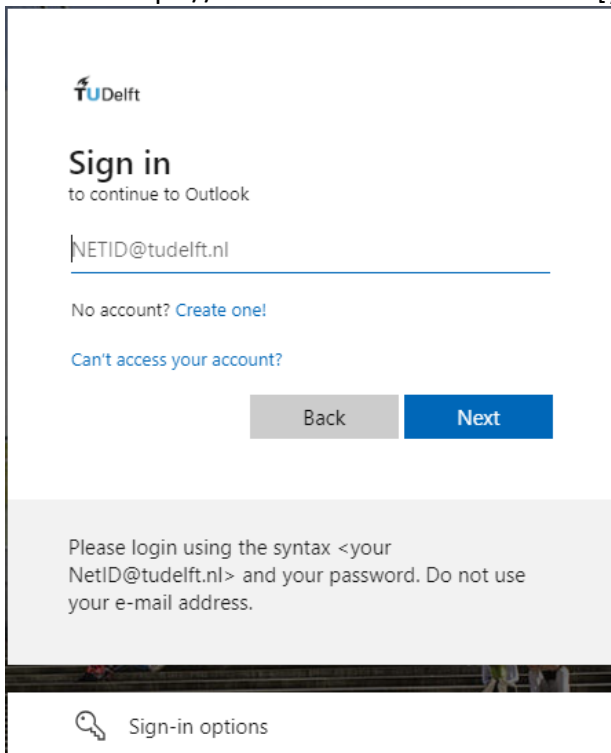
1.1 Method 1 – preferred method – Sonoma only

You can turn outlook.office.com into an app, allowing you to open this webmail option as an application. In this app, you can access your mailbox and functional mailbox in one interface. This feature is only available on MacOS Sonoma.

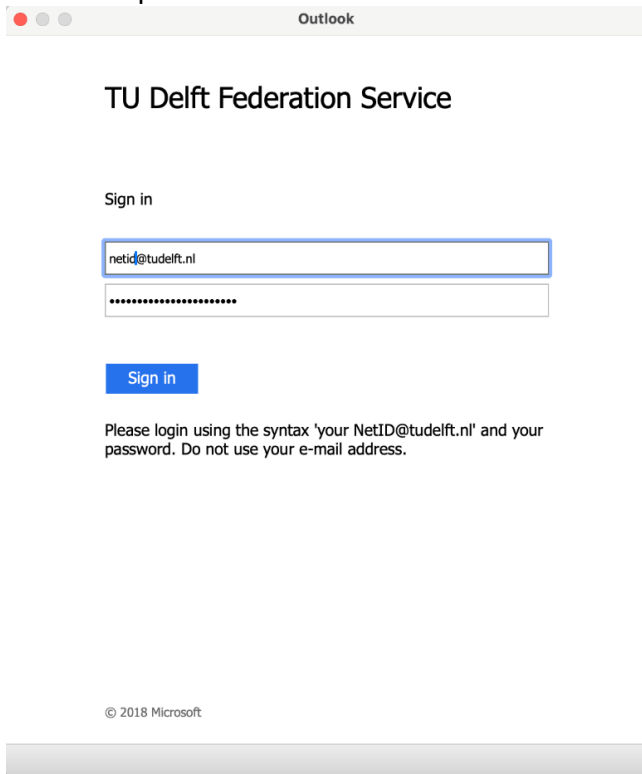
1. Open Safari.



2. Go to <https://outlook.office.com> and fill in [your netid]@tudelft.nl.

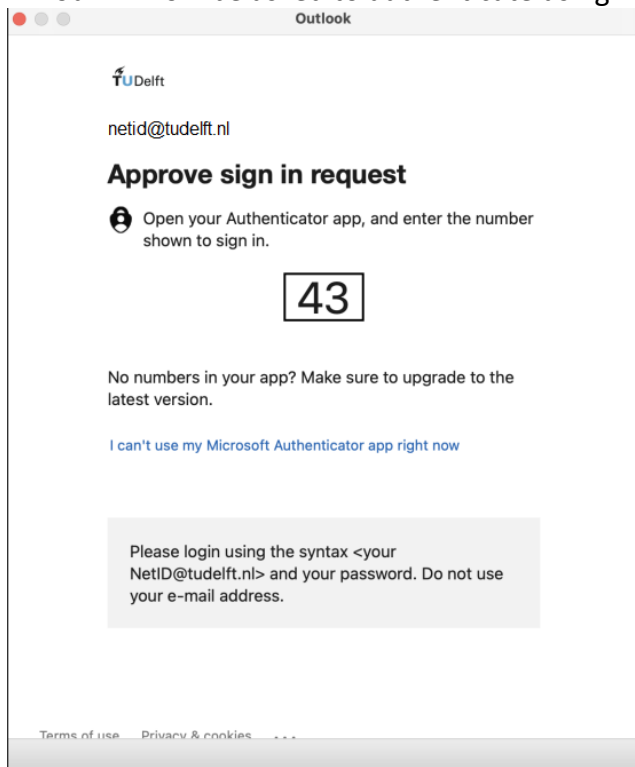
The image shows a screenshot of the Outlook sign-in page for TU Delft. At the top left is the TU Delft logo. Below it, the text "Sign in" is followed by "to continue to Outlook". There is a text input field containing "NETID@tudelft.nl". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the main content area are two buttons: "Back" (grey) and "Next" (blue). Below this is a grey box with the text: "Please login using the syntax <your NetID@tudelft.nl> and your password. Do not use your e-mail address." At the very bottom is a white bar with a key icon and the text "Sign-in options".

3. You will now be redirected to the TU Delft Federation Service page, login with [your netid]@tudelft.nl and netid password.



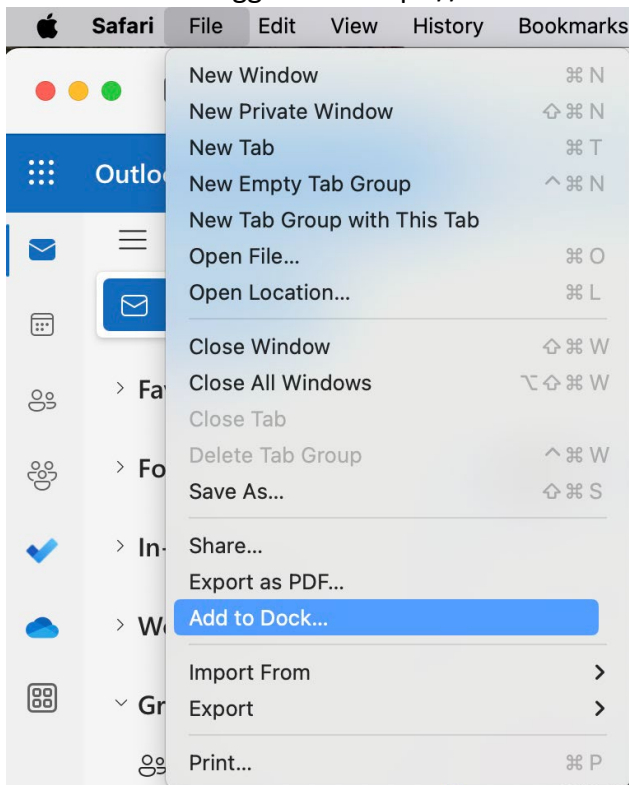
The screenshot shows a web browser window titled "Outlook" displaying the "TU Delft Federation Service" login page. The page has a clean, white background with a blue header. Below the header, the text "Sign in" is followed by two input fields: the first for the NetID (containing "netid@tudelft.nl") and the second for the password (masked with dots). A blue "Sign in" button is positioned below the fields. A note at the bottom of the form area states: "Please login using the syntax 'your NetID@tudelft.nl' and your password. Do not use your e-mail address." The footer of the page includes the copyright notice "© 2018 Microsoft".

4. You will now be asked to authenticate using 2FA.

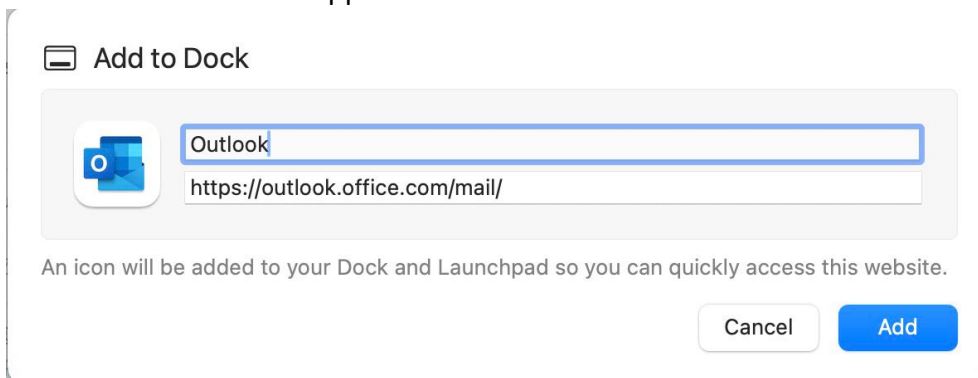


The screenshot shows a web browser window titled "Outlook" displaying the 2FA authentication page. The page features the TU Delft logo at the top left, followed by the user's NetID "netid@tudelft.nl". The main heading is "Approve sign in request". Below this, an instruction with a circular icon containing a number 1 says: "Open your Authenticator app, and enter the number shown to sign in." A large, bold number "43" is displayed in a box. Below the box, a note reads: "No numbers in your app? Make sure to upgrade to the latest version." A blue link "I can't use my Microsoft Authenticator app right now" is provided. At the bottom, a grey box contains the instruction: "Please login using the syntax <your NetID@tudelft.nl> and your password. Do not use your e-mail address." The footer includes links for "Terms of use" and "Privacy & cookies".

5. You are now logged into <https://outlook.office.com>, click on File, Add to dock.



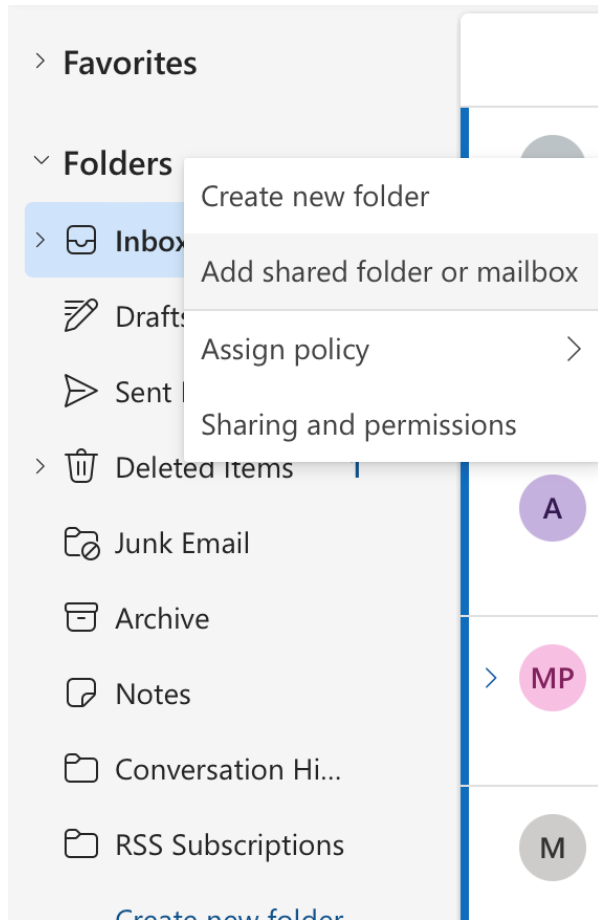
6. Fill in a name for the app and click on add.



7. The app is now created and available on your dock.



8. On the left side in the menu, you have the option folders (in bold). Right-click on it and select "Add Shared Folder or Mailbox".



9. Fill in the name of the functional mailbox and click on add.

Add shared folder or mailbox ✕

Enter the name or email address of a user who has shared folders with you.

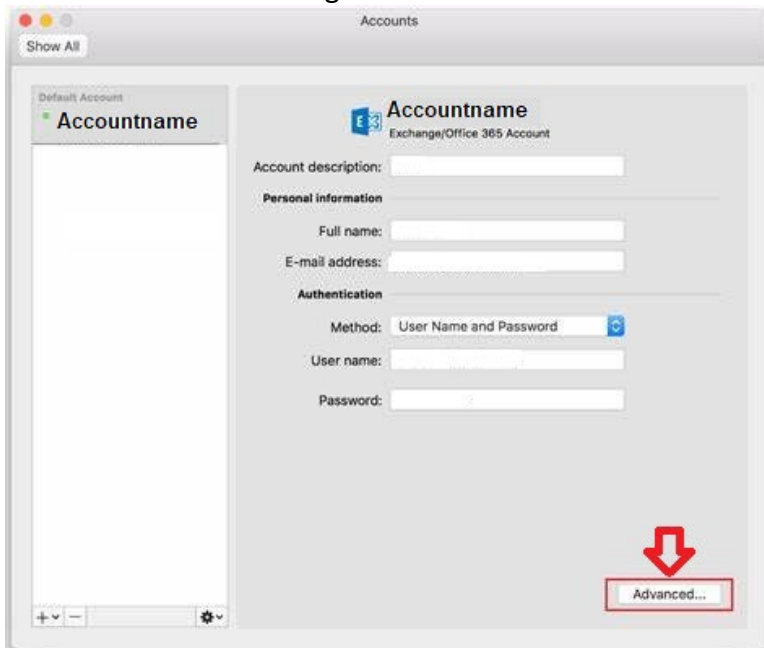
Add

Cancel

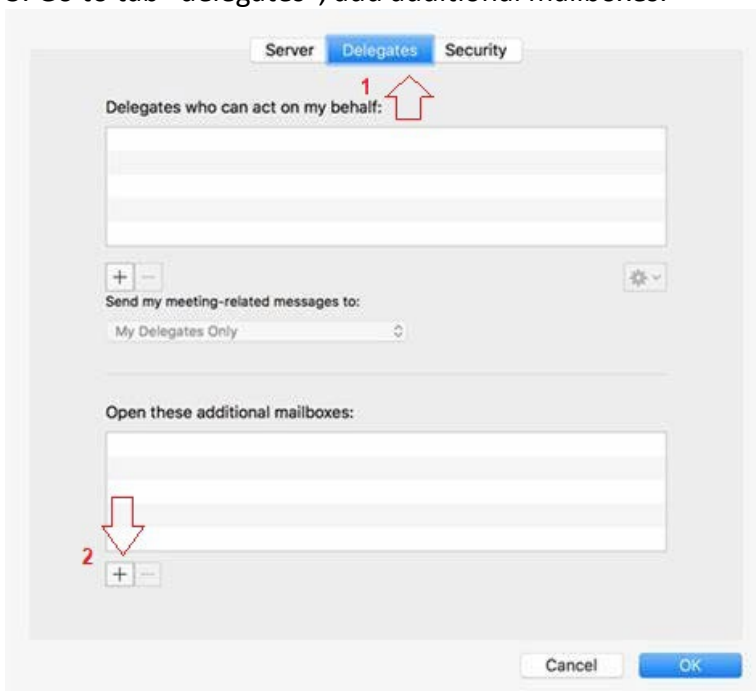
10. In the left menu you now see the added functional mailbox, when you close the app, the next time (by opening) the functional mailbox is still connected.

1.2 Method 2 – MacOS Sonoma or older

1. Open Outlook.
2. Go to Outlook > settings... > Accounts > Click on advanced... in your current account.



3. Go to tab “delegates”, add additional mailboxes.

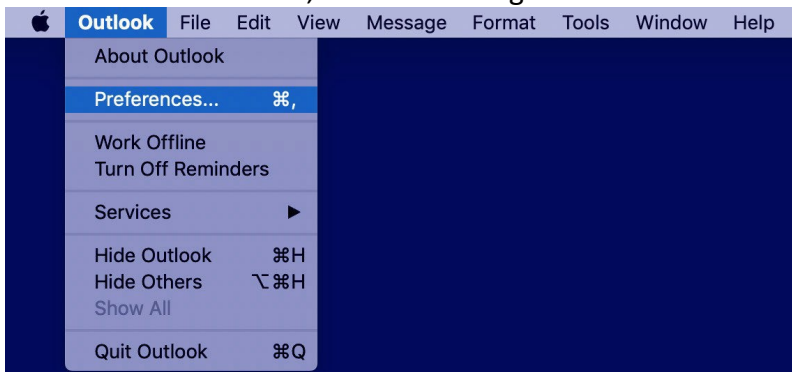


4. Functional mailbox is now added to your Outlook account.

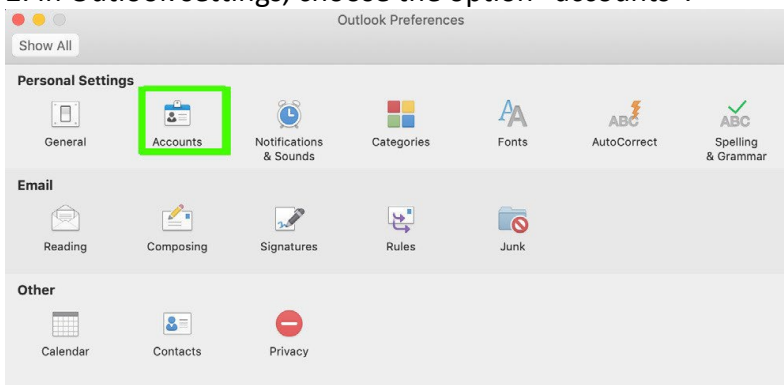
!! Be aware that when you send an email from the functional mailbox the mail is added to the sent items of your personal mailbox !!

1.3 Method 3 – MacOS Sonoma or older

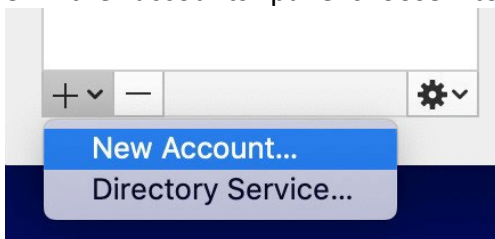
1. In the Outlook menu, choose “settings”.



2. In Outlook settings, choose the option “accounts”.



3. In the “accounts” panel choose + to add a functional mailbox to Outlook.



4. In the setup dialog box fill in your functional TU Delft email address and click continue.



Please enter your email address

Email

functionalmailboxname@tudelft.nl

Continue

5. Fill in the form as shown in the image:

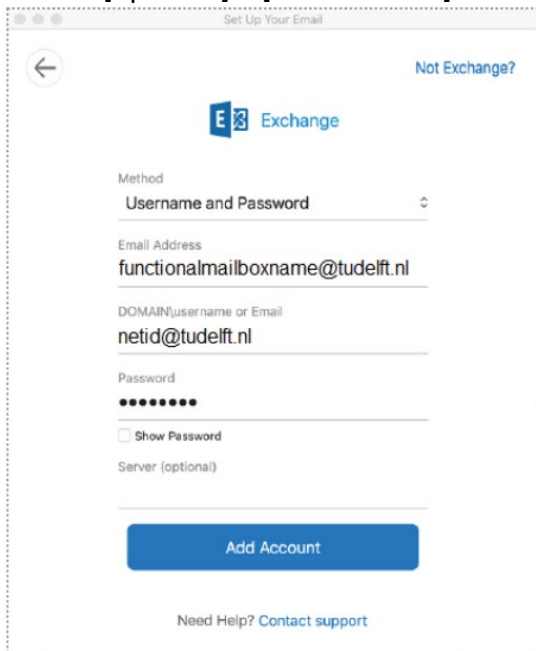
Method: Username & Password

E-Mail Address: functionalmailboxname@tudelft.nl

Domain\username: netid@tudelft.nl

Password: Your password

Server: [optional] – [leave it blank]



6. When you succeeded you will see a green checkmark as in the image below, Now click the “Done”



functionalmailboxname@tudelft.nl
has been added

Did you know?

Outlook supports Google, Yahoo!, and iCloud accounts.

Add Another Account

Done

7. You will now see that your mailbox has been added successfully as indicated by the green pointer in front of the mailbox name.

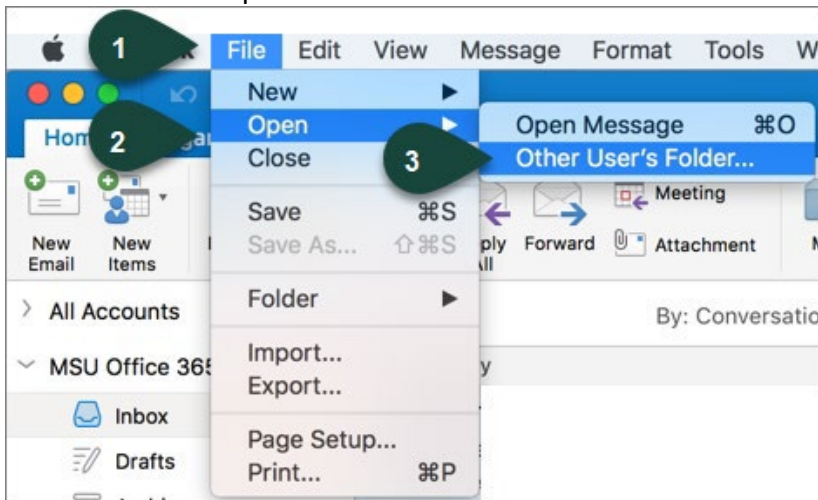
!! Currently, a second account has been added. This account has the exact same settings as your personal mailbox. Therefore, please change the email address to that of your functional mailbox in this second account and adjust the display name (at the top of the account).

Note! Your personal account also needs to be modified, where there is currently a 1 or 2 appended to the display name !!

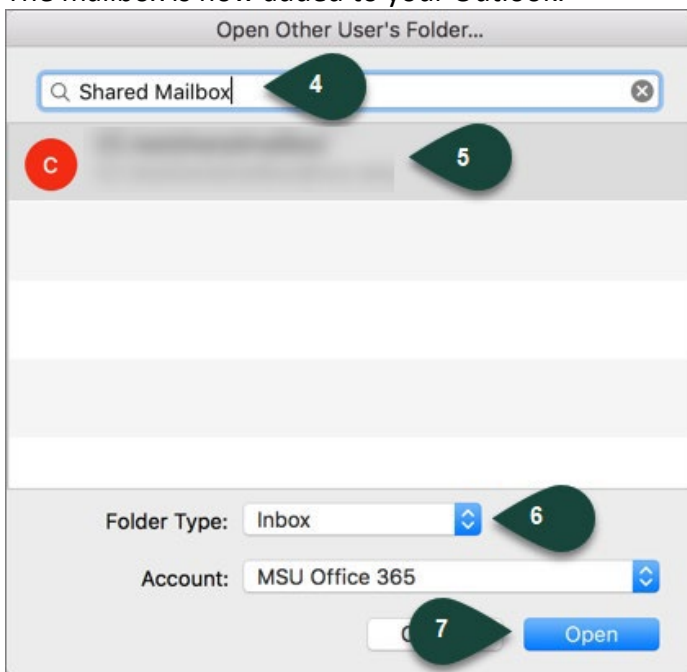
1.4 Method 4 – MacOS Sonoma or older

1. Open Outlook

2. Click on File > Open > Other User's Folder...



3. Fill in the name of the functional mailbox, select the functional mailbox and click on open.
The mailbox is now added to your Outlook.



(1) !! Be aware! With this option, the only folder you can open is the inbox of the functional mailbox !!

(2) !! Be aware that when you send an email from the functional mailbox ,the mail is added to the sent items of your personal mailbox !!