# 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.
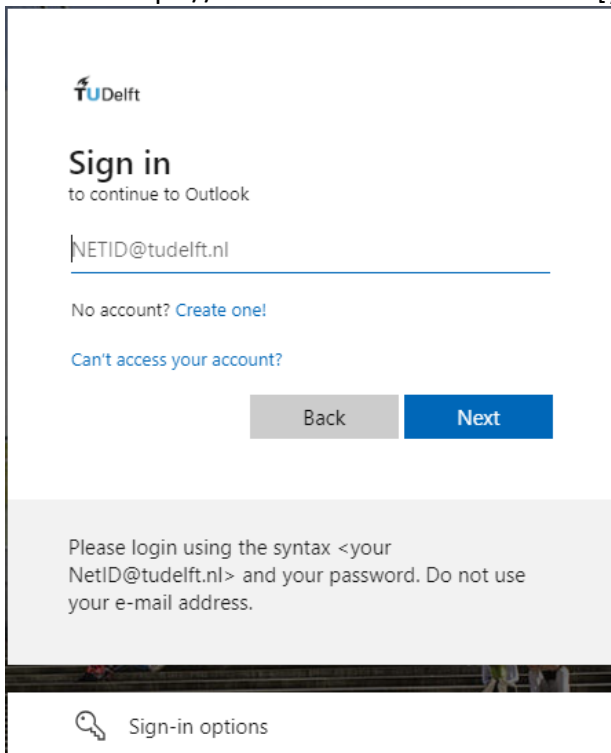
## 1.1 Method 1 – preferred method – Sonoma only

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.
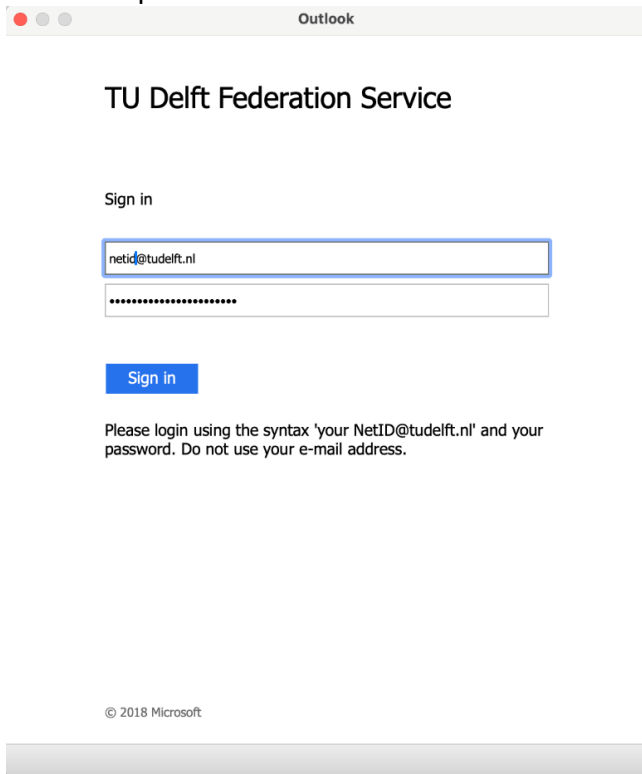
1. Open Safari.



2. Go to https://outlook.office.com and fill in [your netid]@tudelft.nl.
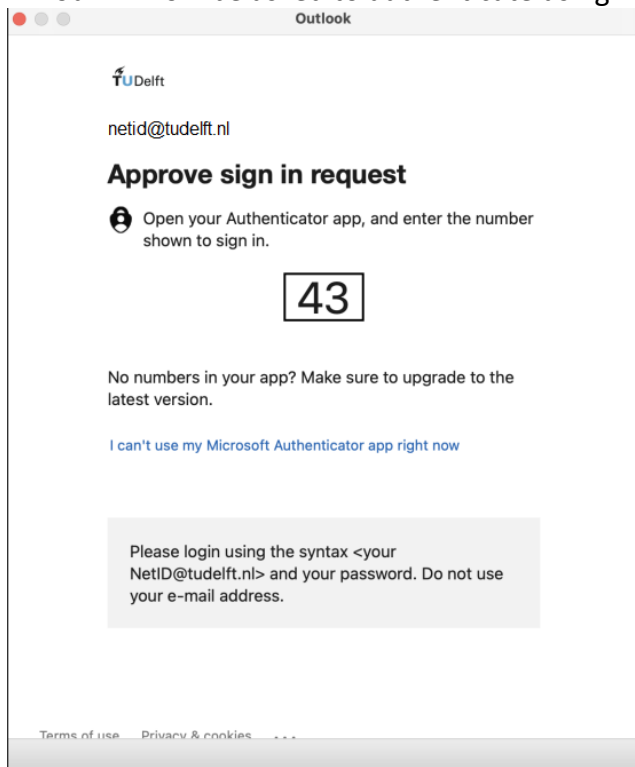
3. You will now be redirected to the TU Delft Federation Service page, login with [your netid]@tudelft.nl and netid password.



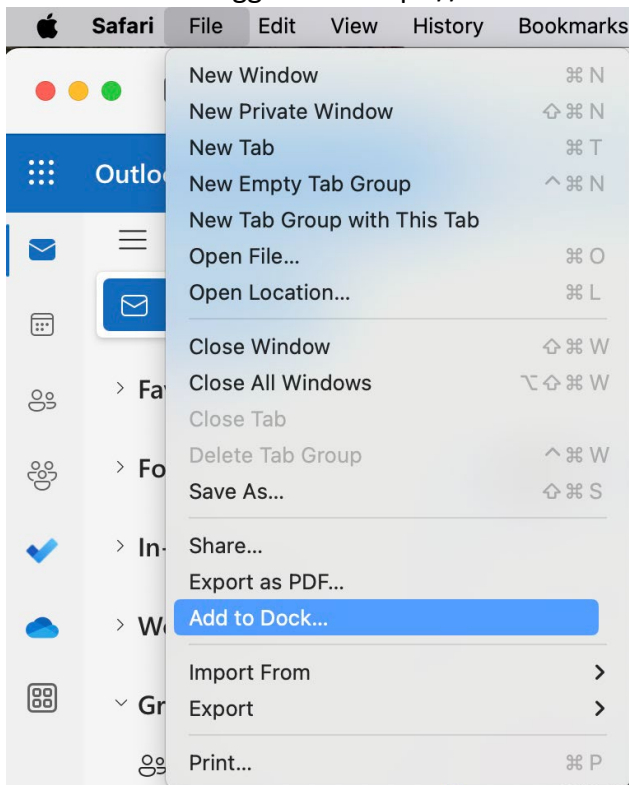4. You will now be asked to authenticate using 2FA.

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.
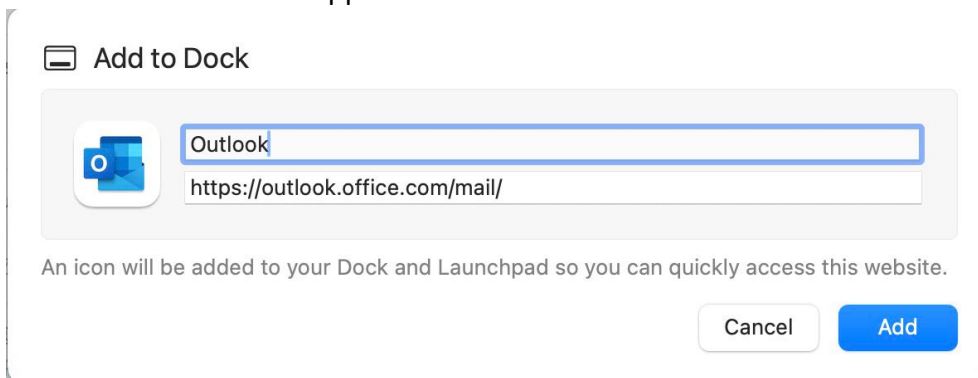


7. The app is now created and available on your dock.

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.



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.
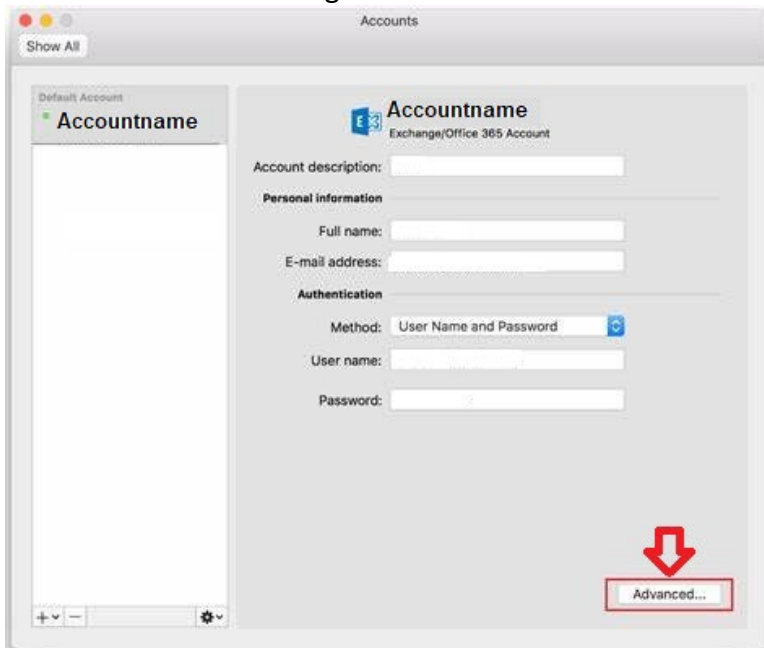


3. Go to tab "delegates", add additional mailboxes.
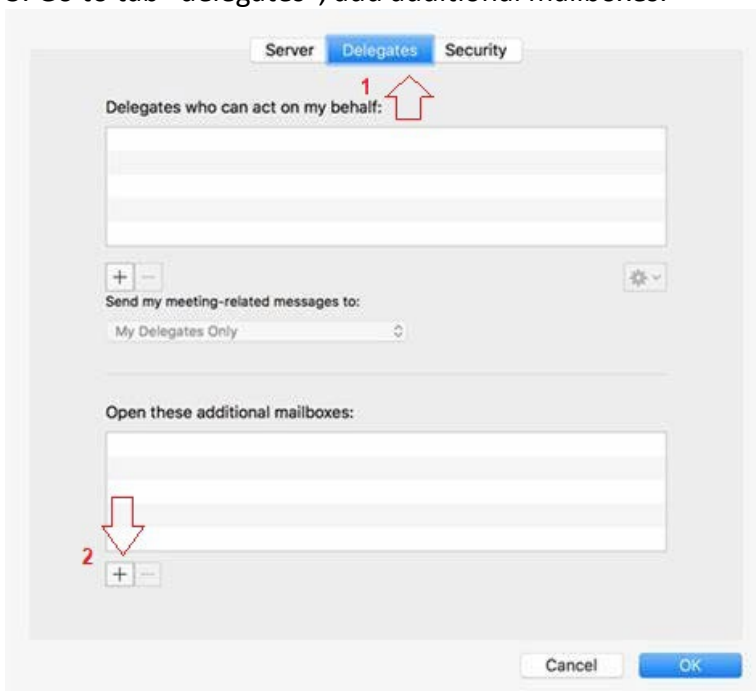


4. Functional mailbox is now added to your Outlook account.

!! 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".
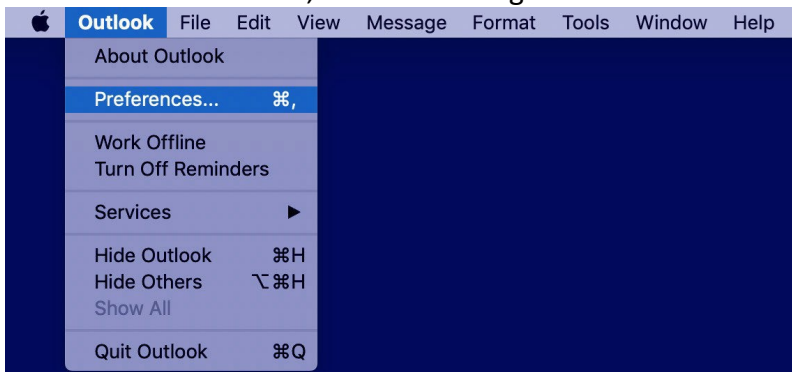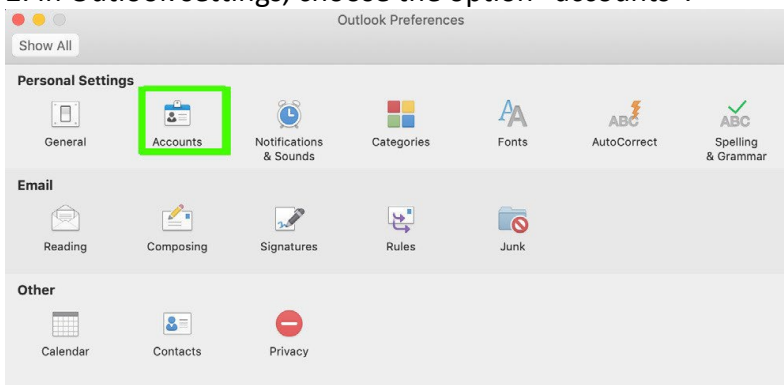


3. In the "accounts" panel choose + to add a functional mailbox to Outlook.
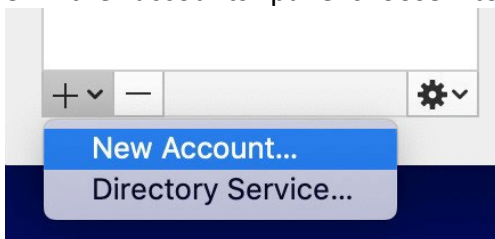


4. In the setup dialog box fill in your functional TU Delft email address and click continue.



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"



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.



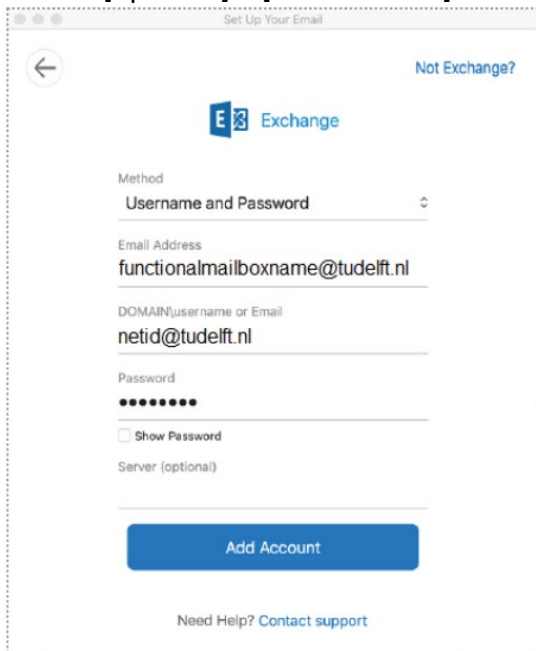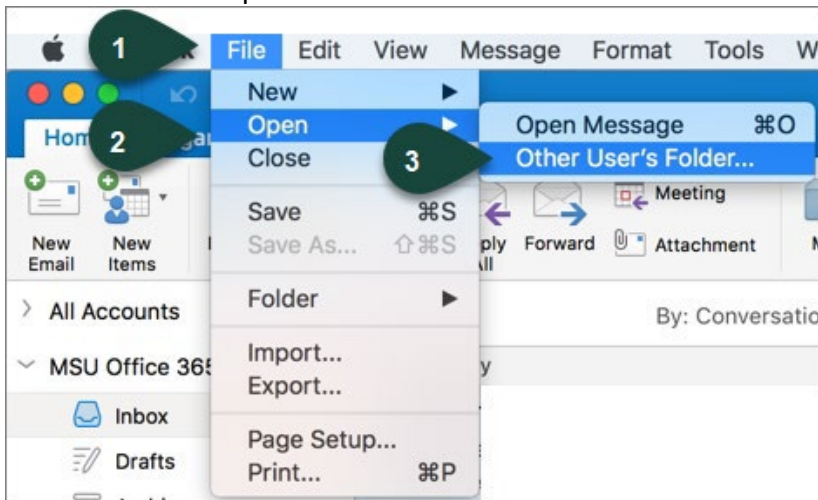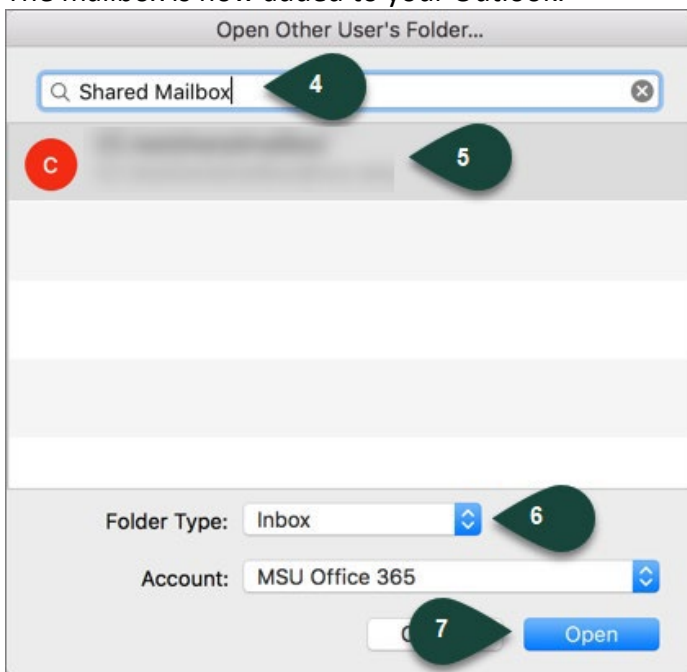(1) !! Be aware! With this option, the only folder you can open is the inbox of the functional mailbox !!

(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 !!