

# 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. 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

1. To open the shared mailbox:
2. In the tools menu, choose Accounts, and select the account that has access to the mailbox
3. Select Delegation and Sharing
4. Choose Shared With Me tab
5. Choose + to add a shared or delegated mailbox and click done once the mailbox is added
6. Close the accounts window, the mailbox is now added to Outlook

Note: If you have permissions to custom folders in the mailbox but not to the top-level mailbox folder, the custom folders will not appear in the folder list. Only default folders that you have permissions to, such as Inbox, Sent Items, Deleted Items, and Calendar, will appear in the folder list without top-level mailbox folder permissions.

## 1.2 Method 2

1. Go to File > Open > Shared Mailbox, to open a shared or delegated mailbox.