ADD MAILBOX
(OSX)
Open Outlook > click “Tools” tab > Click “Accounts”
On the **Accounts** screen click “**Advanced**”
In **Advanced** now click “Delegates” tab > click “+” symbol to “Open these additional mailboxes”
Search for the mailbox - *Outlook will use directory services so you don’t need to know the exact address to add it* – click “Add”
Should look like this – click “OK”
Once Outlook connects to the mailbox there will be a popup, check box “Always use my response for this server” then “Allow”
Still have questions? Contact the CU Denver | Anschutz Medical Campus OIT Service Desk: Call 303.724.4357 (4-HELP from a campus phone), Chat at oitsupport.ucdenver.edu or Open a Ticket at http://4help.oit.ucdenver.edu.