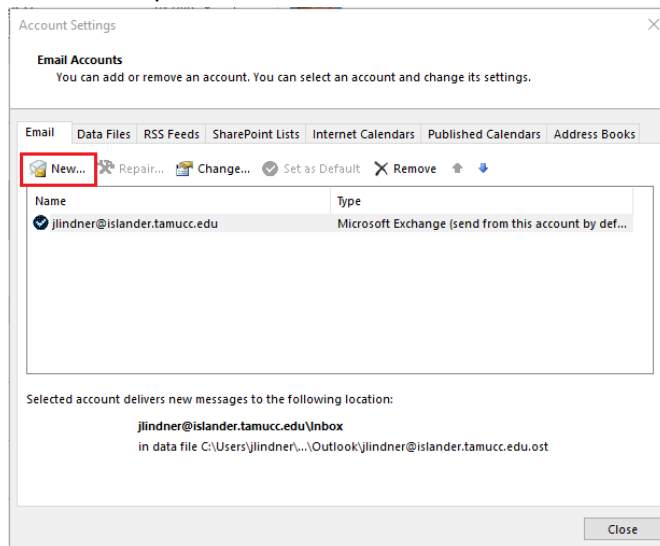


How to Open an Additional Mailbox

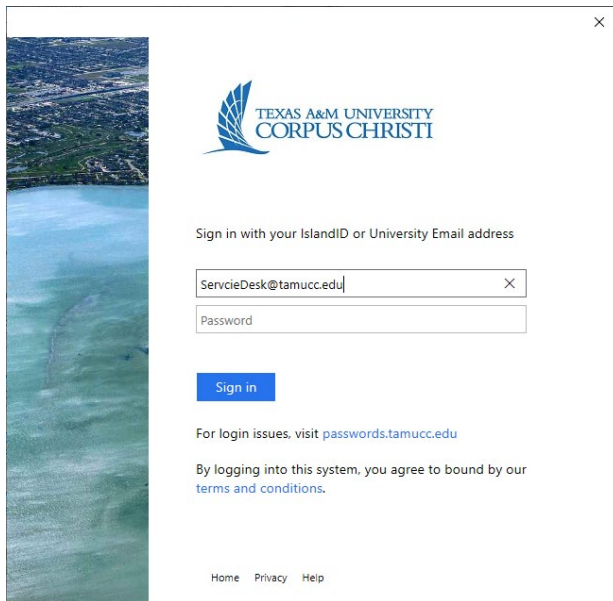
Office 365/Outlook 2016

1. *Open Outlook*
2. *Click File*
3. *Click the Account Settings drop down*
4. *Click Account Settings*
5. *Click New...*
 - a. Top left of the window



6. *Type the Departmental Email in the box presented*
 - a. Verify spelling
 - b. Partial can be entered to pull up a list
7. *Click Connect*
 - a. Loading time will depend on the size of the mailbox

8. When presented with the DUO screen, *remove the shared mailbox email address*

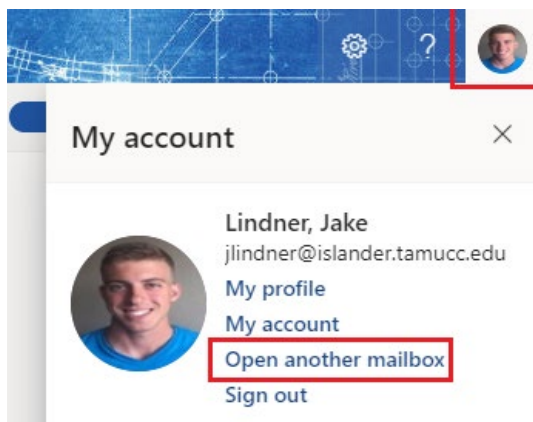


9. *Type in your IslandID and password*
10. *Click Sign In*
11. Complete the **DUO Verification**
12. *Click Done*

The account will now be added, remember to give the mailbox a couple of minutes to load.

Outlook Webmail

1. *Launch* preferred web browser and go to outlook.tamucc.edu
2. *Enter* Islander credentials to log in
3. *Click* your **Account Picture OR Momentum logo**
 - a. Top right of the screen



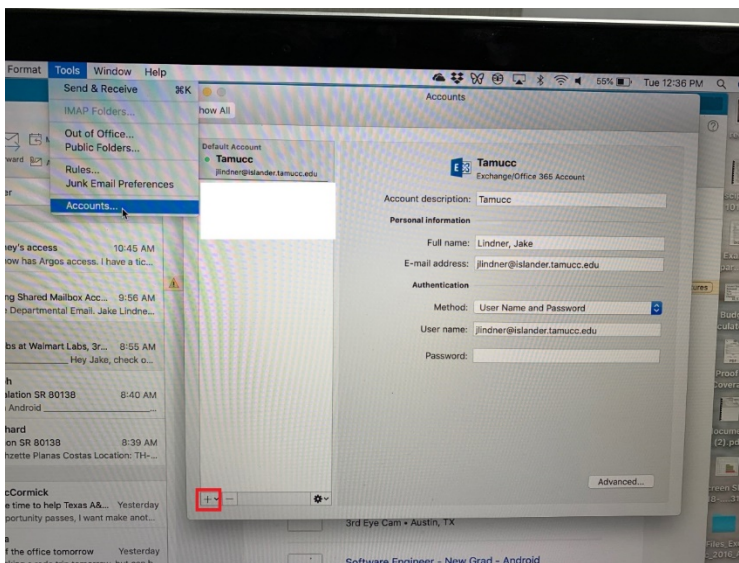
4. *Click open another mailbox...*

5. *Enter the Mailbox Name*
6. *Click Open*

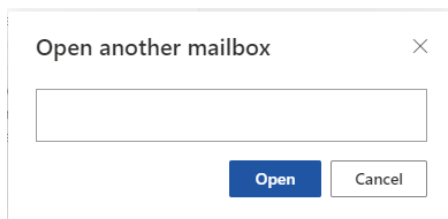
Once completed the mailbox will open in a new tab. This process must be repeated every time the client logs into a new session.

Outlook 2016 - Macintosh

1. *Open the Outlook application*
2. *Click Tools*
 - a. Located on the top of the screen
3. *Click Accounts*



4. *Click Advanced*
5. *Click Delegates tab*
6. *Click +*
 - a. Under the **People I am a delegate for**
7. *Enter the Mailbox Name*



8. *Click Find*
9. *Click on the desired mailbox*
10. *Click OK*
11. *Click OK*

The new email will be presented below the client's personal mailbox. This can take a minimum of 15 minutes to completely populate, depending on the size of the email inbox and speed of computer.

*If you have any questions, please contact the IT Service Desk at **361-825-2692** or email at IThelp@tamucc.edu.*