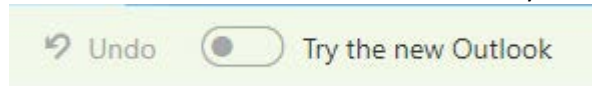


# Granting access to a Shared Mailbox – Mac OSX

Clients who use a Mac computer must manage a shared mailbox by logging into outlook.tamucc.edu from a web browser. This will not work if you are previewing the **New Outlook**.

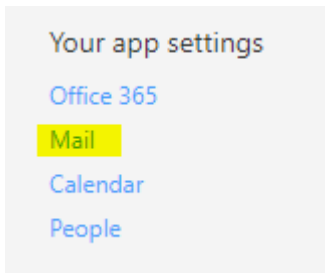


1. Log into **Outlook.tamucc.edu** with your email address and password.

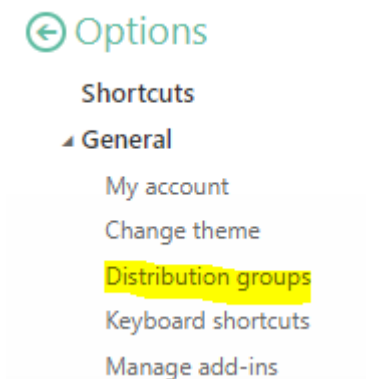
2. Click the **Gear/Cog icon** in the upper right corner.



3. Click **Mail**.



4. In the left-hand menu expand **General** and click **Distribution Groups**.



5. Under the section "Distribution groups I own," double-click on the access group that you would like to modify.

## Distribution groups I own



Type the name of the list you're looking for	
Display name	Email address
zzztempdistlist Email Access	tempdistlist@tamucc.edu

6. Click Membership and click the + symbol.

## zzztempdistlist Email Access

general

ownership

membership

membership approval

delivery management

Members:

+ -

Harris, Veronica

zzz1098t Email Owners

zzzACA Email Owners

zzzAccounting Services Email Owners

7. Search by last name, first name for the person that you would like to add to the access group. Click the + symbol and click **Save**.

✓ Save ✕ Cancel

Members Ang, Denver ✕

>> ang, denver 🔍

Search results

Ang, Denver +  
Denver.Ang@tamucc.edu

Save

8. Click the **Save** button.