

## How to Open an Additional Mailbox

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**Outlook 2013/2016** – To access an additional mailbox from Outlook 2010, 2013 or 2016, select **File**, choose **Account Settings**, and choose **Account Settings** again. Highlight the account that's there (will probably say Exchange) and choose **Change**. Choose **More Settings**, then the **Advanced tab** and in "Open these additional mailboxes:" click **Add** and find account user id. Click **OK** until you are out of the account settings. Once you've completed this step, you will see a second folder list just below your own in Outlook mailbox.

**Webmail** - Access Web Mail using the link located under the User Name/Password section on the current link: [outlook.tamucc.edu](http://outlook.tamucc.edu) and login with your own account. In the upper right corner, click on **your picture or momentum logo**. Next, click on "**open another mailbox...**," enter the email address of the additional mailbox and click **open**. The additional mailbox will open.

**Outlook 2016 (mac)** - In order to access the account from Outlook 2016, click on the **Tools** menu and then click on **Accounts**. When the Accounts window appears, click on **Advanced**, click on the **Delegates tab**, and click on the + sign under 'People I am a delegate for.' When the Select User window appears, type the e-mail address you want to open in to the text field, click **Find**, click on the **e-mail account** you want to open in the search results, and click on **OK**. Click **OK** again to close the Accounts window and then after a short amount of time the shared account will open just below your own in Outlook.

*If you have any problems, please contact the IT Help Desk at **361-825-2692** or email at [IThelp@tamucc.edu](mailto:IThelp@tamucc.edu)*