



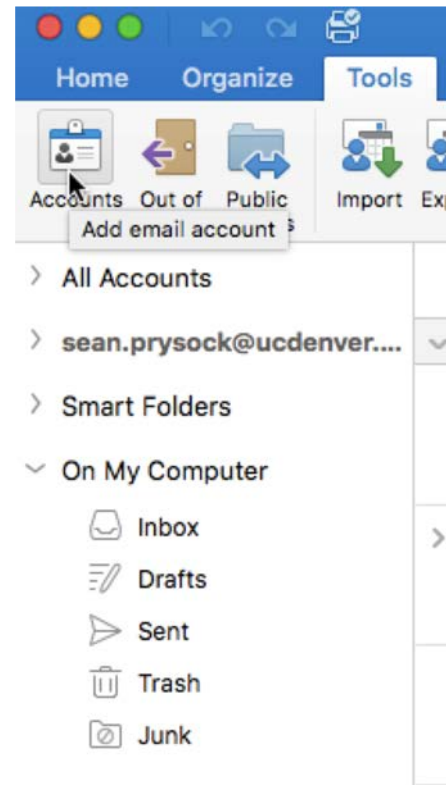
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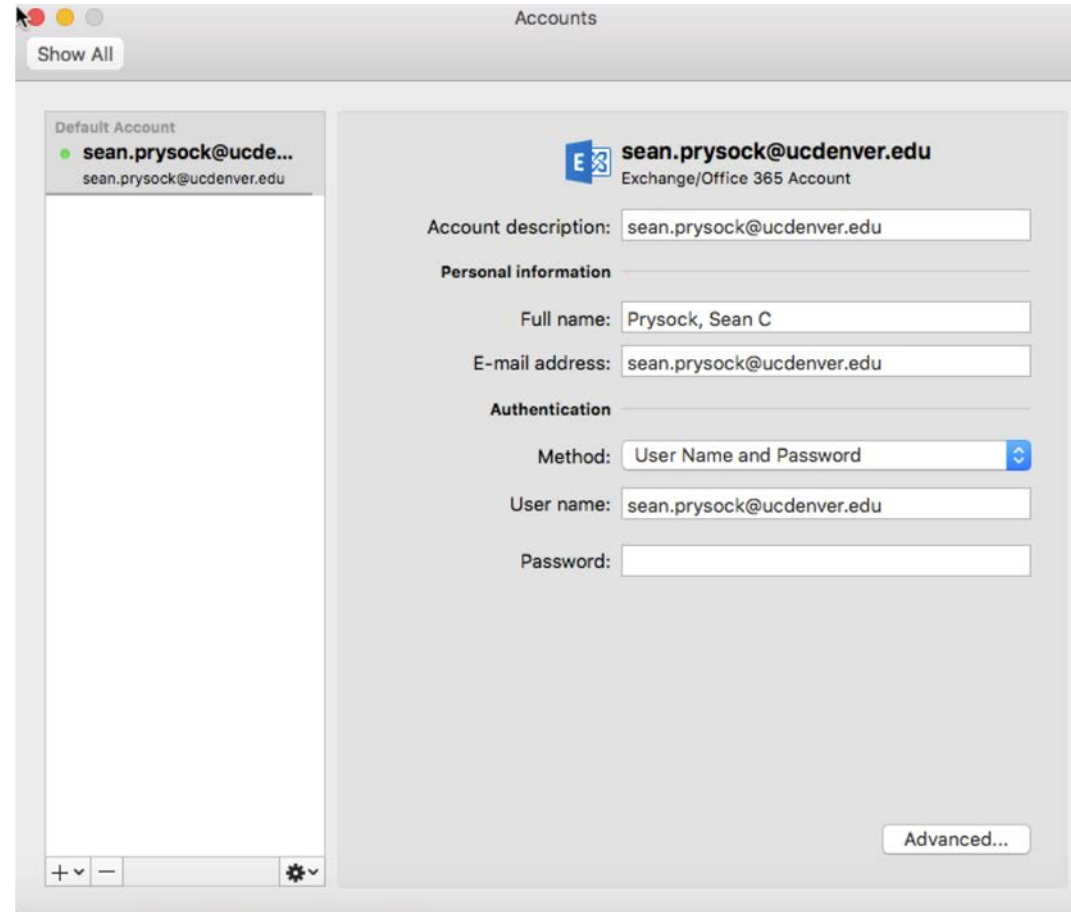


ADD MAILBOX (OSX)

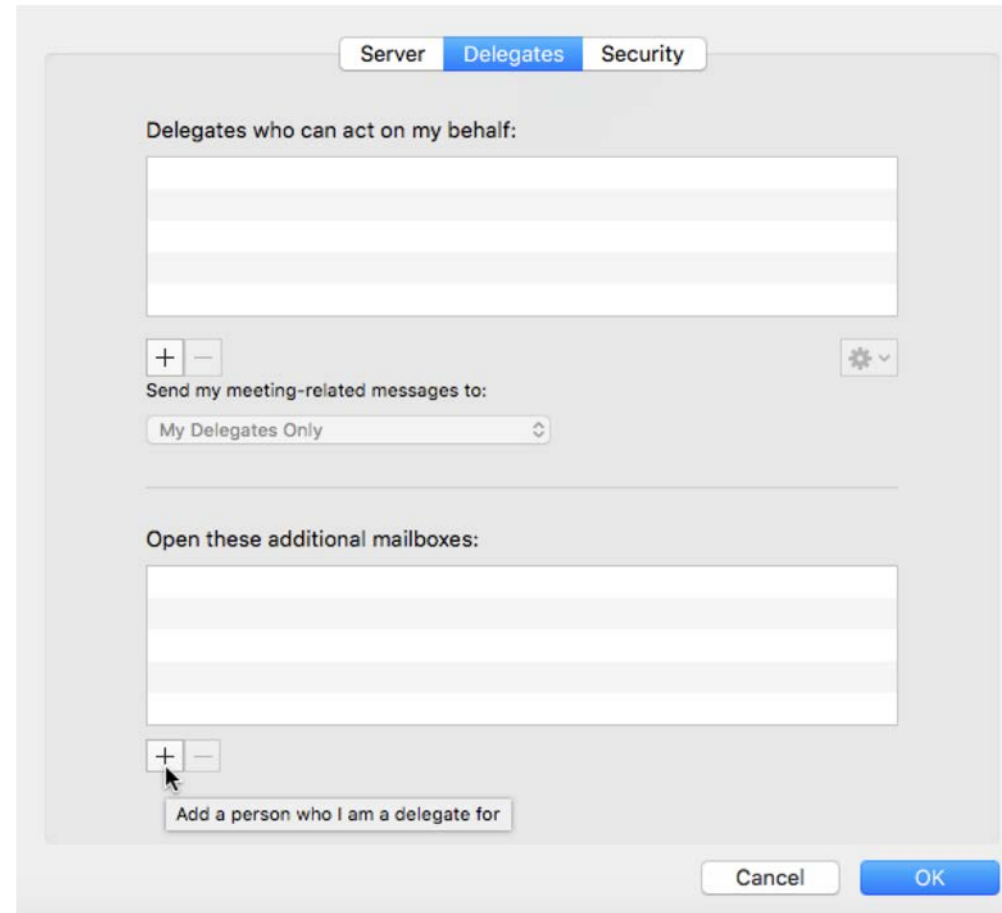
Open Outlook > click “Tools” tab > Click “Accounts”



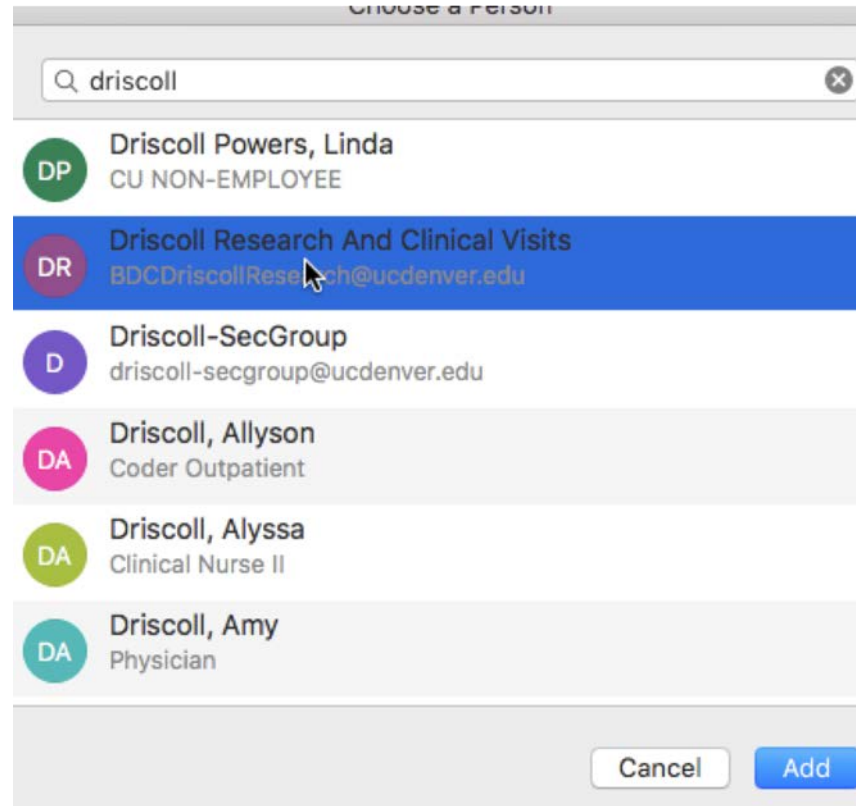
On the **Accounts** screen click **“Advanced”**



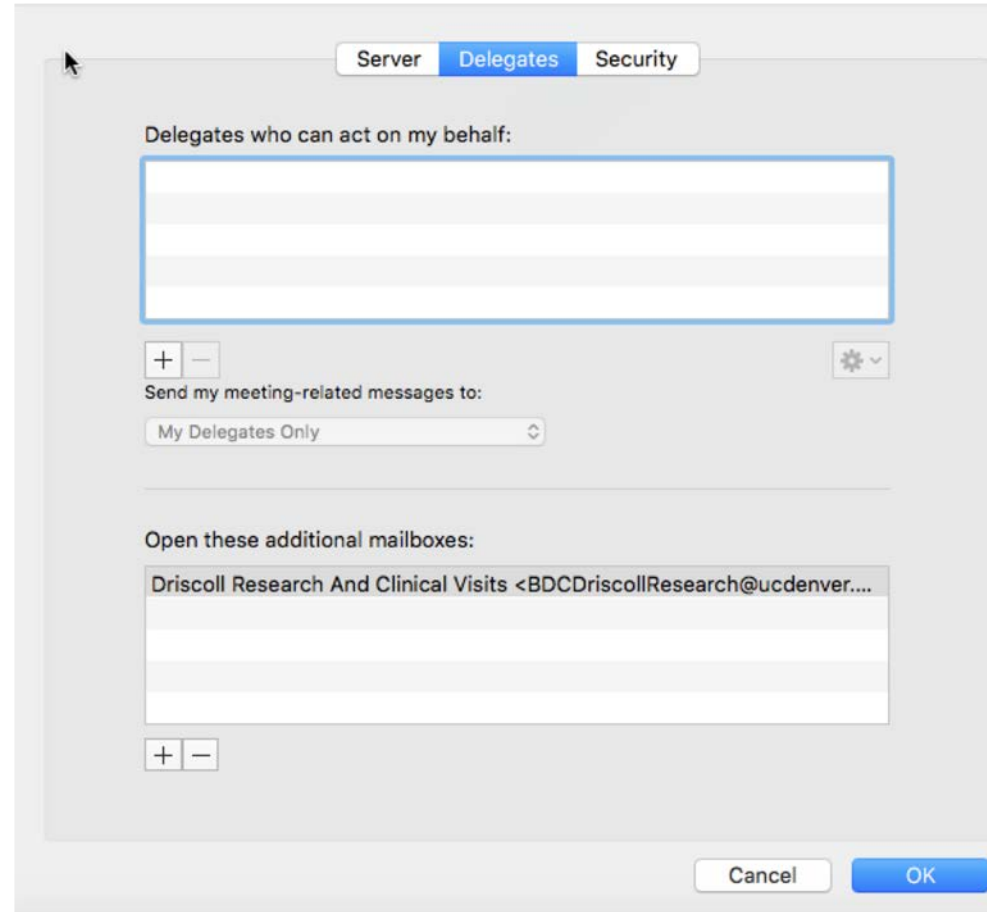
In **Advanced** now click **“Delegates”** tab > click **“+”** symbol to **“Open these additional mailboxes”**



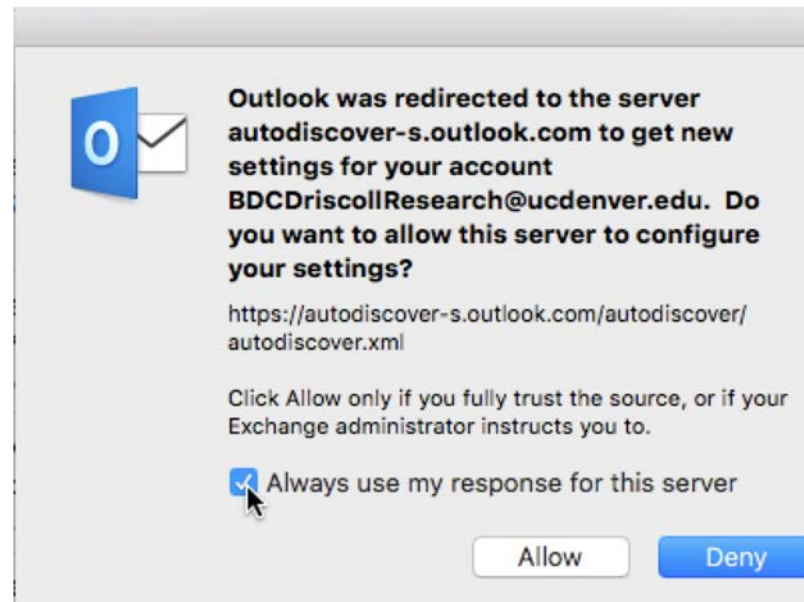
Search for the mailbox - *Outlook will use directory services so you don't need to know the exact address to add it* – click “Add”



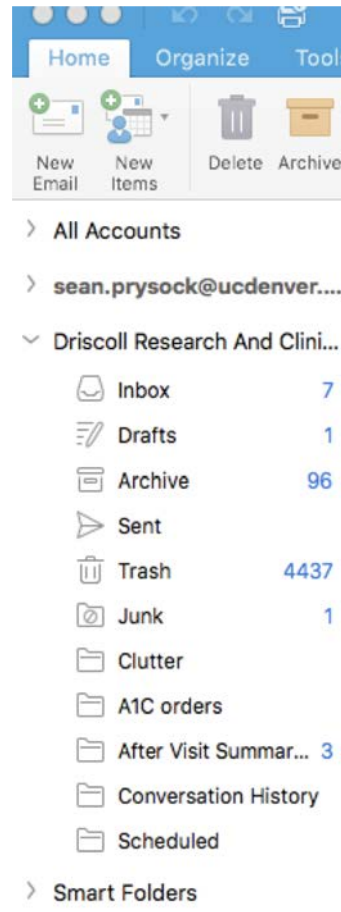
Should look like this – click “OK”



Once **Outlook** connects to the mailbox there will be a popup, check box **“Always use my response for this server”** then **“Allow”**



Success!



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>.