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# Adding an Additional Mailbox

#### Outlook 2013/2016

3. With Microsoft Outlook open, click **File** > **Account Settings**.



2. On the Account Settings window, click Change....



3. On the Change Exchange Settings window, click on More Settings....

Change E-mail Account		×
Microsoft Exchange Settin You can enter the required	<b>gs</b> I information to connect to Microsoft Exchange.	×
Type the name of your Microsof administrator. Microsoft Exchange server:	t Exchange server. For information, see your system	
	Use Cached Exchange Mode	-
Type the name of the mailbox so is usually your user name.	et up for you by your administrator. The mailbox name	
User Name:	<u>Diaz, Edilio Nicolas</u>	Check Name
	-	More Settings
	< Back	Next > Cancel

- 4. Click the **Advanced** tab in the Microsoft Exchange window.
- 5. Click the **Add** button.

Microsoft Exchange	Microsoft Exchange
General Advanced Security Connection Remote Mail Exchange ont Type the se by which you would like to refer to this accours for example: "Work" or "Microsoft Exchange Microsoft hange When starting Automatically detect connection state Annually control connection state Choose the connection type when starting Default connection state Connect with the network Work offline and use dial-up networking	General Advanced Security Connection Remote Mail Mailboxes Open these additional mailboxes: Add Remove Cached Exchange Mode Settings Use Cached Exchange Mode Download shared folders (excludes mail folders) Download Public Folder Favorites
30 Seconds Until Server Connection Timeout	Mailbox Mode Outlook is running in Unicode mode against Microsoft Exchange. Offline Folder File Settings OK Cancel Apply

6. In the **Add Mailbox window** type in the mailbox name and click **OK**.

Add Mailbox
Add mailbox:
OK Cancel

7. The mailbox name will now appear in the **Open these additional mailboxes:**. Click **OK** to close the window.

Microsoft Exchange				
General Advanced Security Connection				
Mailboxes				
Open these additional mailboxes:				
Microgroup Trainers Add				
UMail				
Cached Exchange Mode Settings Use Cached Exchange Mode Download shared folders Download Public Folder Favorites				
Mailbox Mode				
Outlook is running in Unicode mode against Microsoft Exchange.				
Outlook Data File Settings				
OK Cancel Apply				

8. Click **Next** and then **Finish** to close the **Change Account** window.





- 9. Click Close to close the Account Settings window.
- 10. The mailbox should appear in your profile.

Close
INCANO LICO
🔁 Outbox
🐻 RSS Feeds
Search Folders
Microgroup Trainers
▶ UMail ←

#### Outlook 2011/2016 for Mac

1. In Outlook, select **Tools** and then **Accounts.** 



2. In the window that appears, select your Exchange account and click Advanced....

CO Accounts					
Show All					
Default Account Miami	Miami   Account description:   Miami   Personal information   Full name:   E-mail address:   Authentication   Method:   User Name and Password   User name:   Password:				
+.v - ×v	Advanced				

3. Click the **Delegates** tab. In the section named *Users I am a delegate for*, click the + button.

+ -			<b>ö</b> .⊤
Send my meeting-re	lated messages to:		
My Delegates Only	Method	ser Name and Password	
	User name	exch021\test_ews_eost021-	w-e
	egate for:		
People I am a dele	- genee		
People I am a dele			
People I am a dele			
People I am a dele			
People I am a dele			
People I am a dele			

4. The **Select User** window will appear. Type in the name of the shared mailbox in the text box and click **Find**. Select the desired user from the search result list that appears and click **OK**.

	Select User	
umail	Find	
Name	E-Mail	Job title
UMail	umail@miami.edu	Dept Mailbox
		Cancel

5. Click **OK** again to close the accounts window. After a short period of time that shared mailbox will appear as a folder in the View list on the left side.

## Outlook Web Access (umail.miami.edu)

If you are on UMail you can check your mail and access additional mailboxes at http://umail.miami.edu.

1. After signing in to http://umail.miami.edu, click the down arrow next to the mailbox name.



2. Choose **Open Other Mailbox** from the drop down list.



3. In **Open Other Mailbox** window enter the name or address of the mailbox you wish to view and Click **Open**.

sign out	Test On Prem Account -
Open Other Mailbox	×
Select mailbox:	
Umail	Open

4. The shared mailbox will be displayed in a new window.

## Outlook Web Access (email.miami.edu)

If you are on Office 365 you can check your mail and access additional mailboxes at http://email.miami.edu.

- 1. After signing in to http://email.miami.edu, click on your picture or the avatar in the top right corner.
- 2. Choose **Open another mailbox...** from the drop down list.

dash	•		A Þ	٠	۵	?	0	
	PS Change About r	Poi pss(	int Solu @miami.e	tions Su <sup>du</sup>	upport			
	Open a	nother	mailbo	x				
	Sign ou	ıt						

- 4. In **Open Other Mailbox** window enter the name or address of the mailbox you wish to view and press Enter.
- 5. The name should resolve or you should receive a list of names. If a list of name appears, select the appropriate name. Click **Open**.

open another mailbox
UMail × umail@miami.edu
open cancel

3. The shared mailbox will be displayed in a new window.

# Apple Mail

Follow these steps to an additional Office 365 account to an iOS device only if the user has been granted access to the Office 365 account on the server. However it will only configure the mail. It will not add the contacts or calendar.

1. In the top left hand corner, choose **Mail > Add Account.** 



2. Select the bubble next to Other Mail Account and select Continue.

Choose a Mail account provider			
<ul> <li>iCloud</li> </ul>			
<ul> <li>E Exchange</li> </ul>			
○ Google <sup>.</sup>			
○ YAHOO!			
○ Aol.			
Other Mail Account			
? Cancel Continue			

- 3. Fill in the fields with the following information:
  - a. **Name**: Name of the Departmental Mailbox.
  - b. Email: The shared mailbox address. (e.g. pss@miami.edu)
  - c. **Password**: Your user account email password. (e.g. password for <u>username@miami.edu</u>)

<b>Add a Mail account</b> To get started, fill out the following information:			
Name:	Point Solutions Support		
Email Address:	pss@miami.edu		
Password:	••••••		
Cancel	Back Sign In		

- 4. A message saying "Unable to verify account name or password" is displayed on the screen along with addition fields. Enter the following information:
  - a. **Username**: your email address/departmental mailbox email address (e.g. <u>username@miami.edu/pss@miami.edu</u>)
  - b. Password: Enter in your account password if it's not already filled in.
  - c. Incoming mail server: outlook.office365.com
  - d. Outgoing mail server: smtp.office365.com
- 5. Click Sign In.

Email Address:	pss@miami.edu
User Name:	username@miami.edu/pss@miami.ed
Password:	•••••
Account Type:	IMAP
Incoming Mail Server:	outlook.office365.com
Outgoing Mail Server:	smtp.office365.com
	Unable to verify account name or password.
Cancel	Back Sign In

- 6. A window will appear asking you to "Select the apps you want to use with this account." Leave Mail checked. Uncheck Notes if not desired.
- 7. Click **Done**.

Select the apps you want to use with this account:			
🗹 🕵 Mail			
Notes			
Cancel	Back Done		

- 8. The mailbox will configure and appear in the folder list underneath Mail.
  - a. The folder may be titled "Miami."



# Removing a Departmental Mailbox

#### Outlook 2013/2016

1. In Outlook, select the File tab, Info, click on Account Settings and select Account Settings...



2. Select the Exchange account you wish to remove and click **Remove**.

Account Settings	×	
E-mail Accounts You can add or remove an account. You can select a	an account and change its settings.	
E-mail Data Files RSS Feeds SharePoint Lists Inter	net Calendars Published Calendars Address Books	
🧟 New 🎌 Repair 😭 Change 📀 Set a	Remove 🔹 🖶	
Name	Туре	
	Microsoft Exchange (send from this account by default)	
pss@miami.edu	Microsoft Exchange	
Selected account delivers new messages to the following	ocation:	
pss@miami.edu\Inbox		
	Close	

3. A confirmation window will appear. Click Yes.



#### 4. Click **Close**.

Account Settings	83		
E-mail Accounts You can add or remove an account. You can select an account and change its settings.			
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	_		
Set as Default 🗙 Repair 😤 Change 📀 Set as Default 🗙 Remove 🔹 🛡			
Name Type			
Selected account delivers new messages to the following location:			
Change Folder d.rubin3@miami.edu\Inbox in data file C:\Users\d.rubin3\\Outlook\d.rubin3@miami.edu - 1.ost			
Close			

## Outlook 2011/2016 for Mac

1. Open Outlook and from the **Tools** menu, select **Accounts**.



2. In the window that appears, select your Exchange account and click Advanced....

O O O Show All	Accounts	
Default Account O Miami	Miami   Account description:   Miami   Personal information   Full name:   E-mail address:   Authentication   Method:   User Name and Password   User name:   Password:	
+. <b>v</b> – <b>v</b> .+	Learn about Exchange account settings Advanced	

3. Click the **Delegates** tab. In the section named *People I am a delegate for*, select the shared mailbox in the list and click - (minus). Click **OK** when done.

Server Delegates Security Delegates who can act on my behalf:	
Send my meeting-related messages to:	
UMail <umail@miami.edu></umail@miami.edu>	
+ - Learn about delegates	K

4. The shared mailbox will no longer appear as a folder in the View list on the left side.

## Apple Mail

 To remove an additional mailbox, in the top left hand corner of the screen, go to Mail > Accounts.



2. Select the account you want to remove, then click the remove (-) icon in the bottom left corner.

	Internet Account	S	Q Search
Internet Accounts sets up your accounts to use with Mail, Contacts, Calendar, Messages, and other apps.			
Contacts, and 4 more Exchange Contacts, Calendars, Notes	@ Mail		
Google Mail, Calendars, Notes	Email Address:	pss@miami.edu	
Miami Mail	Name:	Point Solutions Sup	oport
s.ibis@miami.edu Mail	Password:	•••••	
UM Directory Contacts	Use With:	🗹 🕵 Mail	
UM GAL On Prem Contacts		Notes	
+ -			Advanced ?

●● < > Ⅲ	Internet Accounts	Q Search
Internet A other app          iCloud         Contacts, an         Exchange         Contacts, Camera	Are you sure you want to delete the account "@miami.edu/pss@miami.edu"? Deleting this account will remove its data from Mail. Cancel OK	Messages, and
Geogle Mail, Calendars, Notes Miami Mail Mail Mail Mail Mail Mail	Email Address: pss@miami.edu Description: Miami Name: Point Solutions Suppor Password: •••••• Use With:	rt
UM GAL On Prem Contacts	□ □ Notes	Advanced ?

3. You will receive a prompt asking you to confirm the deletion. Click **OK**.