

INFORMATION TECHNOLOGY

Office 365

Configuring an Additional Mailbox to an Email Client



Table of Contents

Adding an Additional Mailbox	
Outlook 2013/2016 for PC	
Outlook for Mac 2016/Office 365	4
Outlook on the Web	
Removing an Additional Mailbox	
Outlook 2013/2016 for PC	
Outlook for Mac 2016/Office 365	14



Adding an Additional Mailbox

Outlook 2013/2016 for PC

If you are using Office 2016 or older on a PC, please upgrade to Office 365. Installation instructions can be found at http://it.miami.edu/wda/it/0365_InstallUninstallOfficefromOWA.pdf.

If you need assistance with the install or have any questions, please speak to our help desk at 305-284-6565 or at <u>itsupportcenter@miami.edu</u>.



Outlook for Mac 2023/Office 365

1. In Outlook, click **Tools** > **Accounts**.



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

	Acc	ounts
Show All		
Befords to come		
Miami	E	Miami Exchange Account
	Account description:	Miami
	Personal information	
	Full name:	
	E-mail address:	
	Authentication	
	Method:	User Name and Password
	User name:	
	Password:	
		Advanced
+~ - *		

3. Click the Shared with Me tab. In the section named Open these additional mailboxes or People I am a delegate for, click the + button.



My Delegates Shared With Me
Open these additional mailboxes:
+ -
Done

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

J	• • •	D	Open Mailbox	
	Q	umail		8
	U	UMail umail@miami.edu		
				Cancel Add

6. Click **OK** again to close the accounts window.

MIAMI INFORMATION TECHNOLOGY

My Delegates Shared With Me	
Open these additional mailboxes:	
	-
+ -	
Done	

7. Click the red dot in the top left corner to close the accounts window.

	Accounts	Show All Q Search
	Default Account testo365@miami testo365@miami.edu	testo365@miami.edu Office 365
		Account description: testo365@miami.edu
		Personal information
		Full name: Test Office 365 Account
		E-mail address: testo365@miami.edu
		Delegation and Sharing
		Security
		Directory Service
la constante de	+ •	



8. After a short period of time that shared mailbox will appear as a folder in the View list on the left side.

000 000	8	
Home Organize	Tools	
🖭 🔂 · 🗙		ß
New New Delete Email Items	Reply	Re; A
▶ 🖳 Inbox	1	Arra
▶	15	▼ T(
Sent Items	- 1	U
► C Deleted Items	59	A C
Miami		► S
▼ UMail	- 1	H
🕨 🖳 Inbox	- 1	► A
Drafts	- 1	[F
Sent Items	- 1	D
🕞 Deleted Items	- 1	U
🛇 Junk Email		A
Clutter		0
Conversation Histo	ry	U
Infected Items		A
Listserv		-
Mailbox moves		U A
Mail Calendar	Pe	ople
Items: 1403 Unread:	1	



Outlook on the Web

- To open an additional mailbox in OWA, sign in at email.miami.edu.
 Click on your picture in the upper right-hand corner of the screen and select **Open** another mailbox....

	Ē,	ŝ	?	4	Q	Ţ,
М	у асс	ount				×
	Τ		Test Off Available My Offic My acco Open an Sign out	fice 365 @miami. e ce profile unt other ma	Accor edu	unt



- 3. Type the name of the mailbox you want to open, and it should pop up as an option.
- 4. Select the desired mailbox.

	Open a	another mailbox	1
	UMail		
	U	UMail umail@miami.edu	
o you	UI	UMiami Inauguration inauguration@miami.edu	
imea	Q	Search Directory	

5. Press **Open** and the mailbox will open in another tab or window.





Removing an Additional Mailbox

Outlook 2013/2016 for PC

- 1. In Outlook, click File in the upper left-hand corner.
- 2. Click Account Settings.

Account Settings * Access this account on the web. https://outlook.office365.com/owa/miami.edu/	
--	--

3. Click Account Settings....





4. Click Change....

Account Settings	X
E-mail Accounts You can add or remove an account. You can selec	t an account and change its settings.
E-mail Data Files RSS Feeds SharePoint Lists Int	ternet Calendars Published Calendars Address Books
🧐 New 🛠 Repair 🚰 Change	Kemove 👚 🖶
Name	Туре
	Microsoft Exchange (send from this account by def
Selected account delivers new messages to the followi	ing location:
reangel678@miami.edu\Inbox	angel679@miami.edureangel679.oct
in data file C:\05er5\\00ttook/re	angelorowilliam.euu - reangeloro.ost
	Close

5. Click More Settings... in the bottom right corner of the window.





6. Select the **Advanced** tab at the top of the window.



- 7. Click the name of the mailbox you'd like to remove.
- 8. Click Remove.

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



9. In the dialogue box that appears, click **Yes**.



10. Click **OK** to close out of the dialogue box.

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



Outlook for Mac 2016/Office 365

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



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

	Accounts		
Show All			
Default Account Miami	E 🛛	Miami	
	Account description:	Miami	
	Full name:		
	Authentication Method:	User Name and Password	
	User name:		
	Password:		
+		Advanced	



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

	Server Delegates Security
Delegates v	/ho can act on my behalf:
+ -	ting-related messages to:
My Delegate	is Only
Open these	additional mailboxes
UMail <um< th=""><td>ail@miami.edu></td></um<>	ail@miami.edu>
+-	
	Cancel OK

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