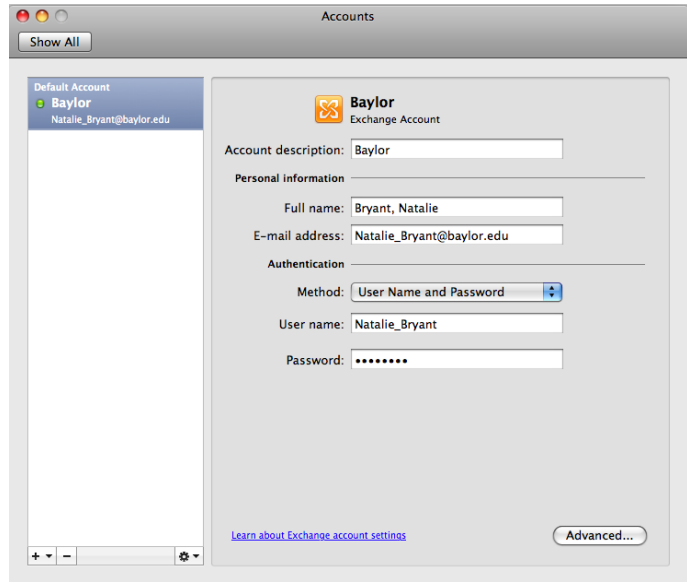
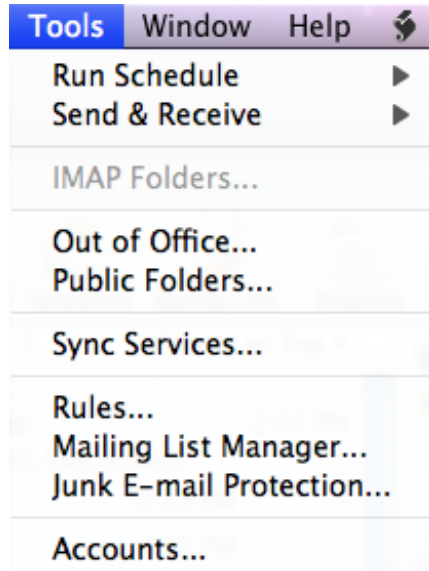


# Outlook 2011 for Mac

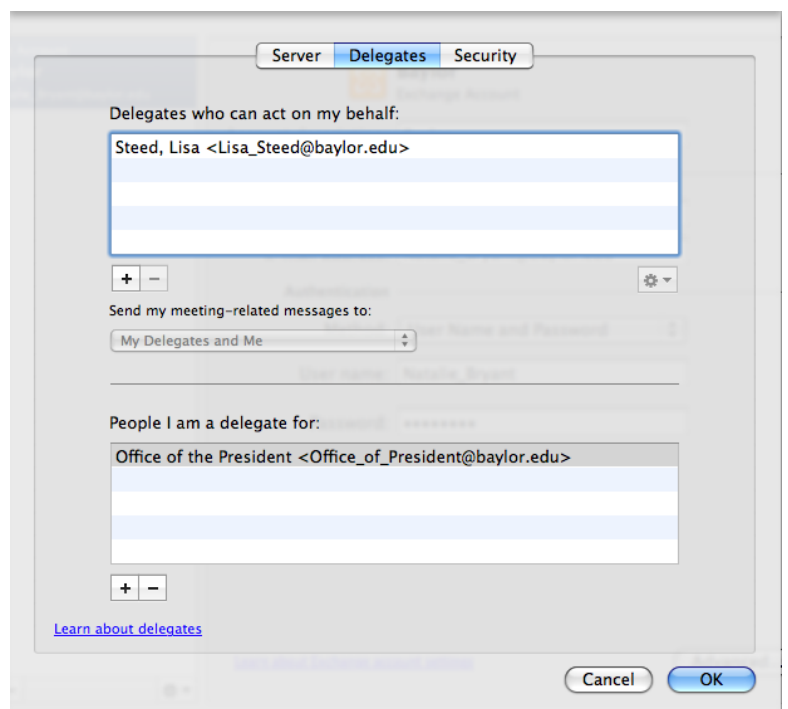
## Adding an Additional Mailbox to your Folder List

1. With Outlook 2011 already open, select “Accounts” from the “Tools” menu.

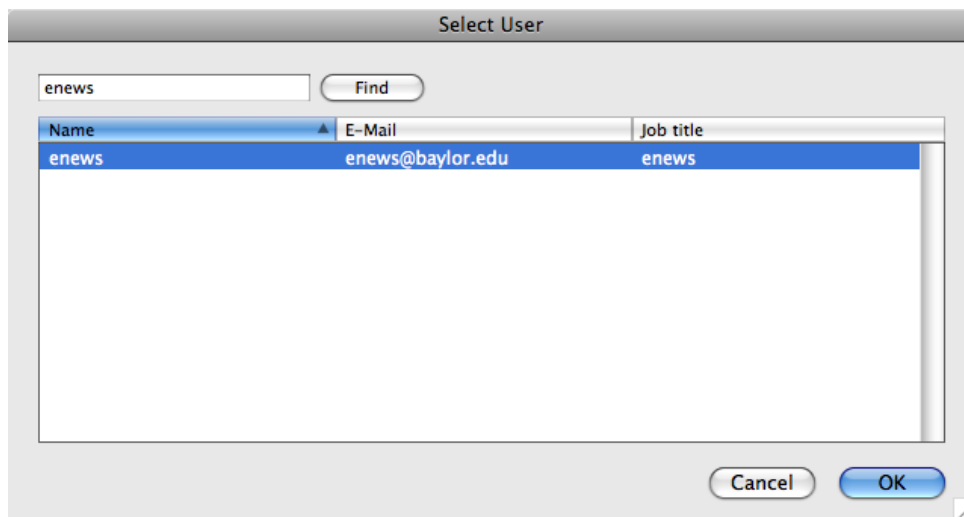


2. Select your account from the left side of the window, then click on the Advanced button in the lower right corner.

3. Click on the Delegates tab. Then, in the section that says “People I am a delegate for”, click on the Plus Sign.

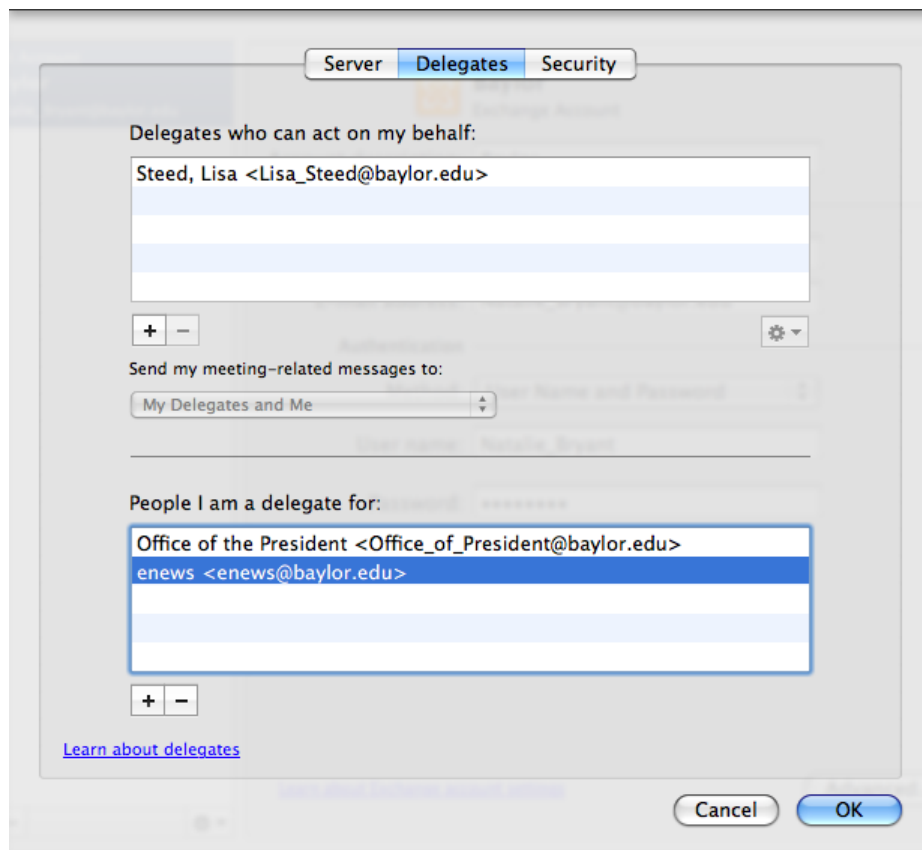


4. Enter the name or bear\_id of the account that you have been given permission to access. Click Find.



5. Select the name and Click “OK.”

6. That account should now be listed in the “People I am a delegate for” section.



10. Click "OK". Then, close the Accounts window by clicking on the red X in the upper left corner.

11. Now you will find the account name listed in your Outlook 2011 Folder List.

