

# How To Open a Delegated Mailbox from Outlook for MAC

Use this method if you are a delegate for another user's mailbox or when you have permissions to several folders in a shared mailbox. You can also use this method when you have full access permissions to a mailbox.

To open the shared mailbox:

1. On the **Tools** menu, click **Accounts >Advanced >Delegates**.
2. Add the mailbox under **Open these additional mailboxes**

**Note:** If you have permissions to custom folders in the mailbox but not to the top-level mailbox folder, the custom folders will not appear in the folder list. Only default folders that you have permissions to, such as Inbox, Sent Items, Deleted Items, and Calendar, will appear in the folder list without top-level mailbox folder permissions.

