# Manually Add Delegate / Shared Mailbox in Outlook

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The following article guides you through adding delegate email manually to your outlook application.
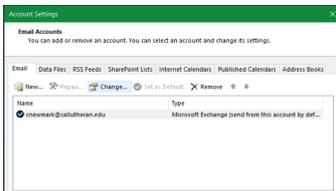
Windows

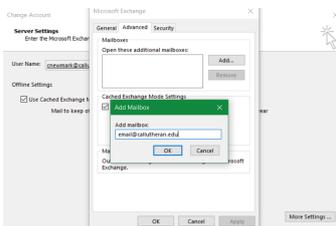**If you're using the Outlook application on your PC**

1. Open Outlook.
2. Choose the **File** tab in the ribbon.
3. Choose **Account Settings**, then select **Account Settings** from the menu.
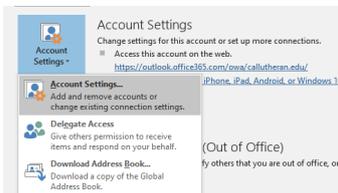
4. Select the **Email** tab.
5. Make sure the correct account is highlighted, then choose **Change**.

6. Choose **More Settings** > **Advanced** > **Add**.
7. Type the shared email address in this format: email@callutheran.edu.

8. Choose **OK** > **OK**.
9. Choose **Next** > **Finish** > **Close**.

Mac

If you're using the Outlook application on a Mac

1. In the **Tools** menu, choose **Accounts**, and select the account that has access to the mailbox.
2. Select **Delegation and Sharing**.
3. Choose **Shared With Me** tab.
4. Choose **+** to add a shared or delegated mailbox.
5. Alternatively, you can also go to **File** > **Open** > **Shared Mailbox**, to open a shared or delegated mailbox.
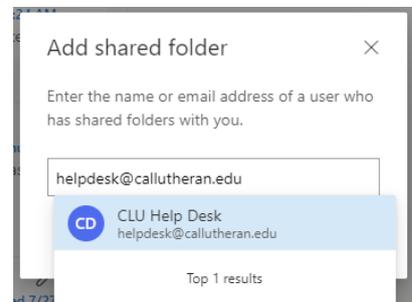
Web

If you access your email via MyCLU or https://outlook.office.com

1. Log in to your mailbox using Outlook Web App.
2. Right-click "Folders" on the left-hand side and click **Add shared folder**.
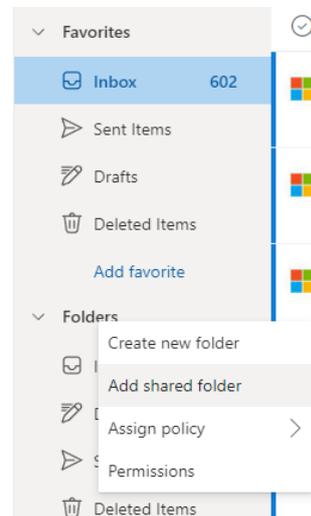
3. In the **Add shared folder** dialog box, type the email address or name of the mailbox that you want to add and click the correct entry from the results, then click "Add".

4. The mailbox appears in your Outlook Web