Open a Departmental or Group mailbox in Outlook client (Mac)

To open a Departmental or Group mailbox in the Outlook client on a Mac machine, use the instructions outlined below. This article assumes you have requested permission to the mailbox and submitted a request to SOMIT to have access provided. For access to another faculty or staff mailbox you will need to have that person move through instructions found on the internet to grant access to their mailbox to you.

Step-by-step guide

To open a Departmental or Group mailbox in the Outlook client for Mac:

Applies To: Outlook for Office 365 for Mac Outlook 2016 for Mac Outlook 2019 for Mac

1. Request access to the mailbox by submitting a ticket to SOMIT
2. Navigate to the Open a shared folder or mailbox in Outlook for Mac Microsoft Support Article
3. Scroll to the Opening additional mailboxes paragraph and follow the instructions