

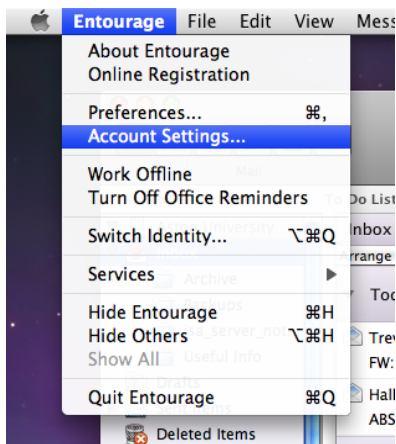
Connecting to a shared mailbox using Entourage 2008

You can connect your copy of Entourage 2008 on an Apple Mac to a shared mailbox (in addition to your personal mailbox) by following the procedure below:

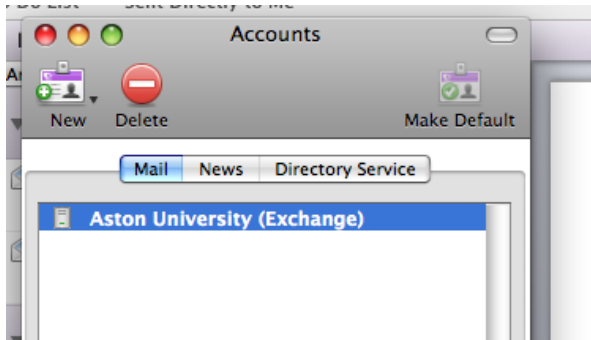
Please note that before attempting to connect to a shared mailbox you will require appropriate permissions.

Instructions

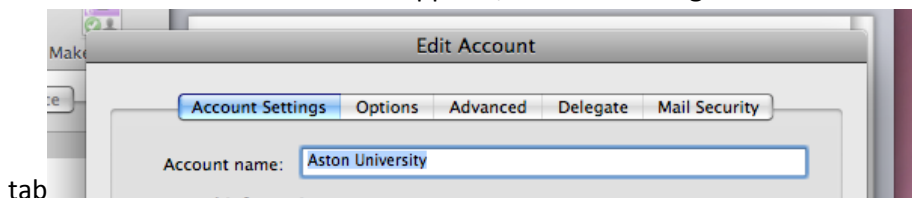
- 1) Click **Entourage > Account Settings...** to open the **Account** window.



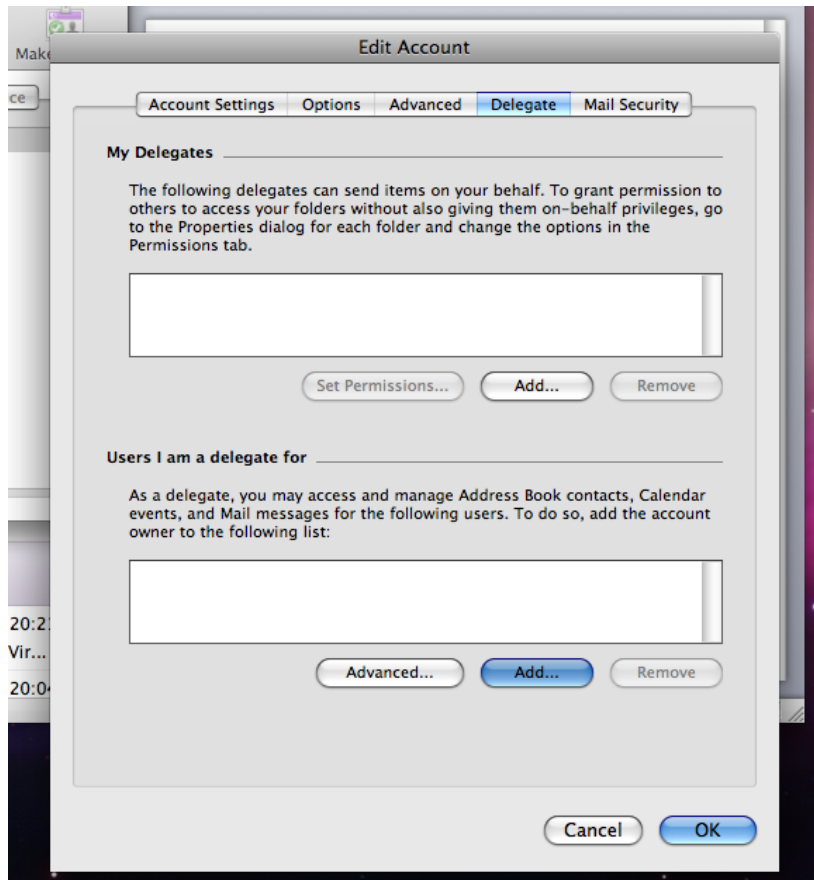
- 2) In the **Accounts** window that appears, double click your University exchange email account to open the **Edit Account** window.



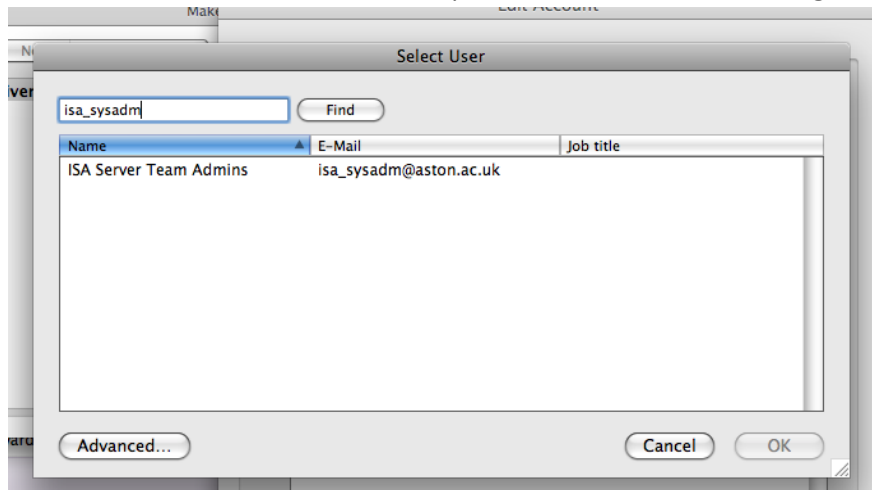
- 3) In the **Edit Account** window that appears, select the **Delegate**



- 4) In the **Delegate** tab that is now shown, under **Users I am a delegate for**, press the **Add...** button to open the **Select User** window.

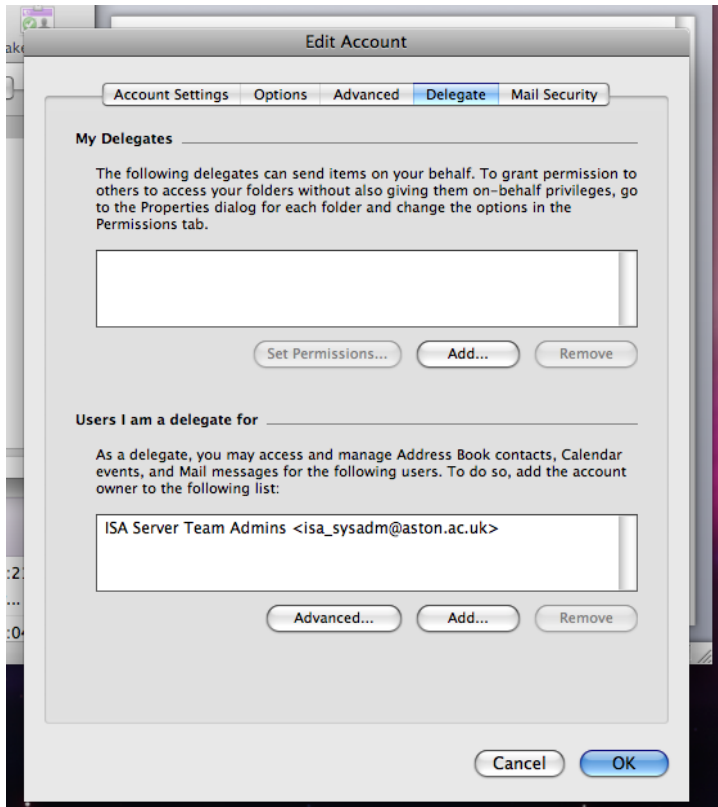


- 5) In the **Select User** window that appears, enter the mailbox alias, and press **Find...** then select the Shared Mailbox from the list and press **OK** to return to the **Delegate** tab.



- 6) Back in the **Delegate** tab, under **Users I am a delegate for**, you should see the Shared Mailbox listed. Press **OK** to close the **Edit Account** window, then close the **Accounts** window

to return to the Entourage main window.



7) The Shared Mailbox should be shown in the mailbox list on the left hand side of the main Entourage window.

NB. You may need to click on the directional arrow to expand the contents.

