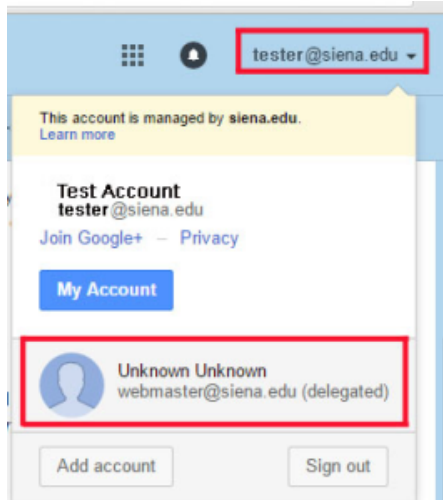


Delegated Mailbox Access

Shared Mailboxes are accessed as separate inboxes in Google Mail. Once a shared mailbox has been delegated to someone, it may take up to 24 hours for it to appear for the delegate/manager.

If you are expecting access to a delegated account, but do not see it, first check that the mailbox administrator has delegated the account and if so, sign out and then back in to your Google Mail and check again for the shared mailbox as described below.

To Access a Shared/Delegated Mailbox



1. Sign into your *own* Gmail account
2. Click on your email address in the top-right corner
3. In the drop-down menu that appears, once the mailbox has been delegated you will see the mailbox listed with (delegated) after the email address. Click on the delegated account (note: If you have a lot of shared mailboxes, you may need to use the scrollbar on the right to view them all).
4. The shared/delegated account will open in a new tab or window. It will look just like another inbox but will NOT include:
 - Chat
 - Calendar, Docs/Drive, Sites (calendar are delegated separately and will be accessed through My Calendars or Other Calendars in your Google Calendar view)
 - Labs
 - Access to account settings
 - Themes