Adding a Shared Resource (Mac)

* These instructions CANNOT be done at http://ummail.memphis.edu. You must use the Outlook Application on your Mac computer. For questions, contact your LSP.*

“Shared Resources” can be a calendar or folder (to collect emails) depending on how your group uses the resource. You will need to know how your group uses the resource in order to know which instructions to use.

**Adding a Shared Calendar**

These instructions are if you use your resource for a calendar ONLY.

1. Open Outlook 2011 for Mac.
2. Within the toolbar, click the Open Calendar button.
3. In the User field, enter in the calendar name.
4. In the Type drop-down field, select Calendar.
5. Click OK.
6. An autodiscover warning will appear, click Allow.
7. The calendar will appear under **Shared Calendars**.

   ![Shared Calendars](image)

   To see the calendar entries you will need to place a check within the box next to the calendar name.

8. To ensure calendar entries are populating **Quit Outlook** and restart the program. Then, reopen the calendar and open the new calendar just added.

**Adding a Resource Mailbox**

These instructions are if you use your resource for email. It could also be used as a calendar in this instance.

9. In Outlook 2011 for Mac, on the toolbar, select **Tools > Accounts**.

10. Select your Exchange account, and click the **Advanced...** button.

   ![Accounts](image)
11. Click the **Delegate** tab (A).

In the section named *People I am a delegate for*, click the **Add…** (+) button (B).

Click **OK** (C).

The Select User window will appear.

12. Type in the name of the resource mailbox in the text box (A) and click the **Find** button (B).

Select the desired mailbox from the search result list that appears, click **OK** (C).

*In this example, the mailbox “printfunds” is used.*
13. The mailbox you selected will appear under *People I am a delegate for*, click **OK** to close the accounts window.

![People I am a delegate for](image)

14. An *autodiscover* warning will appear, click **Allow**.

![Autodiscover Warning](image)

15. After a short period of time (depending on the size of the mailbox), a folder with the mailbox name will display in the **View** list on the left side.

![Mailbox Folder](image)