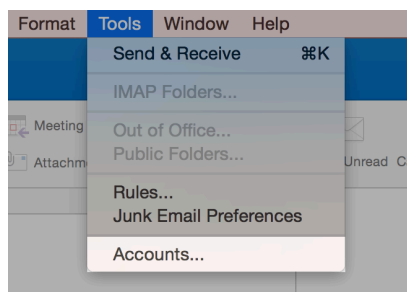


Outlook 2016 for Mac – Adding Generic Accounts

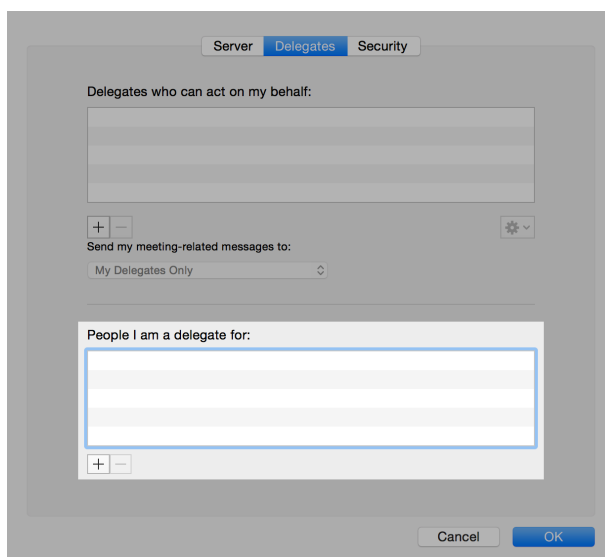
We recommend using Outlook 2016 to access generic email accounts. It is not possible to access generic accounts through Apple Mail.

1). In Outlook 2016, go to the *Tools* menu, and then click *Accounts...*

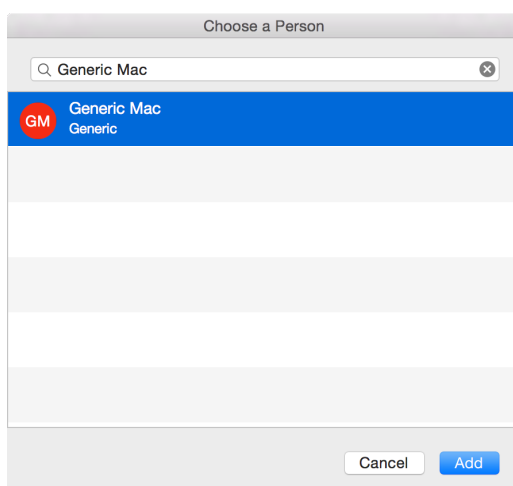


2). Select your UWE account and click *Advanced*.

3). Select the *Delegates* tab. Click the plus '+' button underneath *People I am a delegate for*:



4). Search for the generic account you want to add. Select the account and click *Add*.



5). You will be prompted to allow the account settings to be automatically configured. Tick *Always use my response for this server*, and then click *Allow*.

6). Close the *Accounts* window. The generic mailbox will appear on the left side of the main Outlook window.