Accessing Delegated Mailboxes

Webmail

1. Browse to https://mycampus.cgu.edu and sign in.

2. Login to My CGU.
3. After logging in, click the QuickLaunch icon for Outlook seen below.

4. Click on your profile in the top right of the webmail client. It will have either your initials or a photo if you have uploaded one. Then click on “Open another mailbox...”
5. Type in the email address of the mailbox you are accessing and then click Open.

6. You can now read emails from the mailbox as normally.

7. To send as the mail that mailbox first click on the “+ New” icon to create a new email, if you have the proper permissions this will send as the mailbox you switched to.