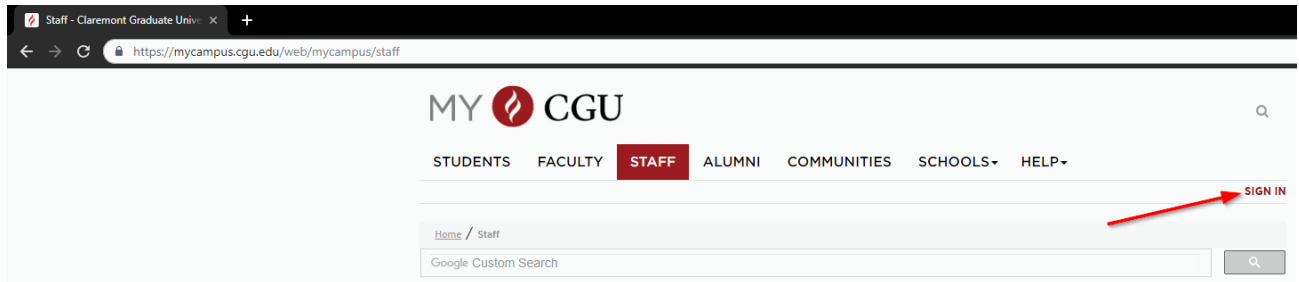


Accessing Delegated Mailboxes

Webmail

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

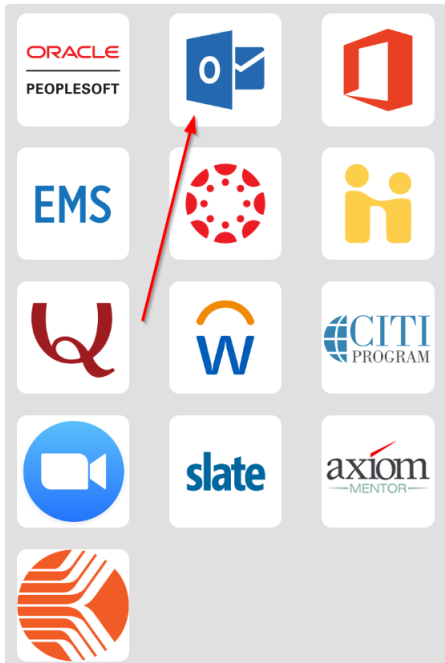


2. Login to My CGU.

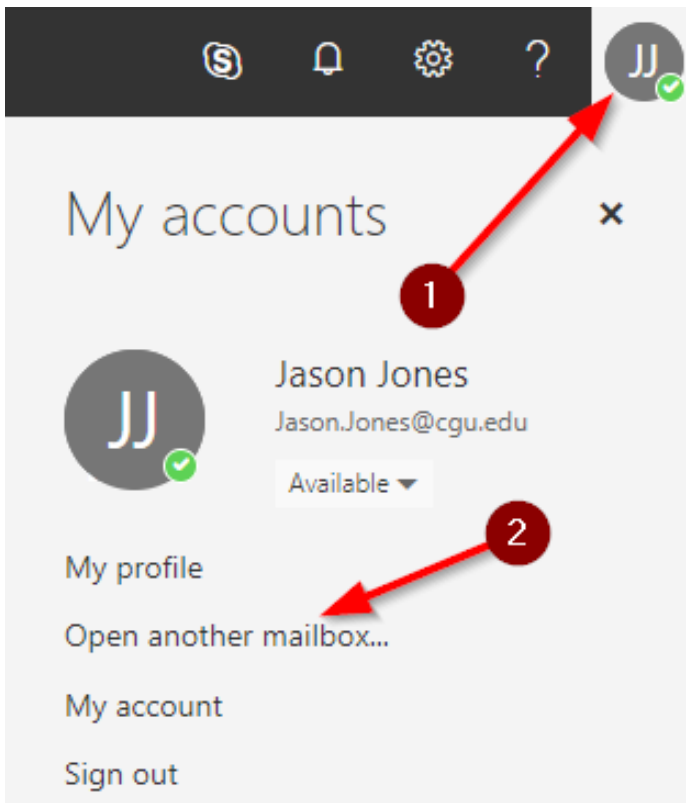
A screenshot of the MyCGU "Sign In" page. The page features the "MY CGU" logo at the top. Below the logo, the text "Sign In" is displayed. There are two input fields: the first is for the username, containing the text "doej1234", and the second is for the password, which is masked with dots. Below the password field is a prominent red button with the text "LOGIN" in white capital letters.

[Forgot Password](#) | [First Time Users](#) | [FAQ](#)

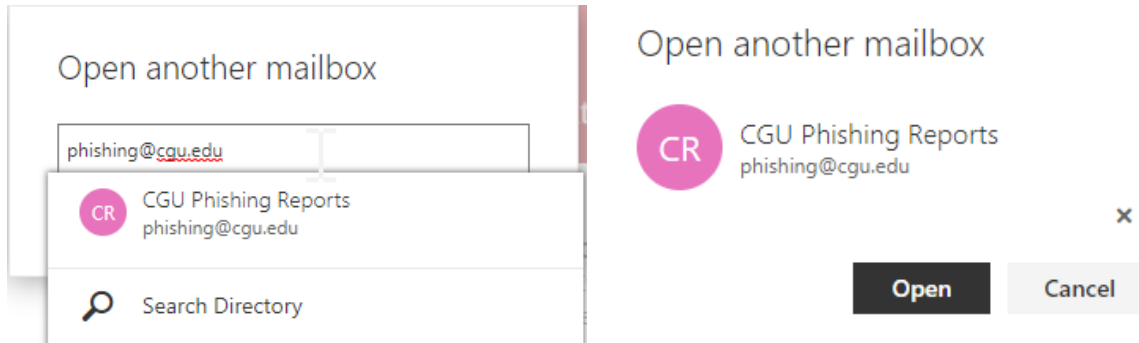
3. After logging in, click the QuickLaunch icon for Outlook seen below.



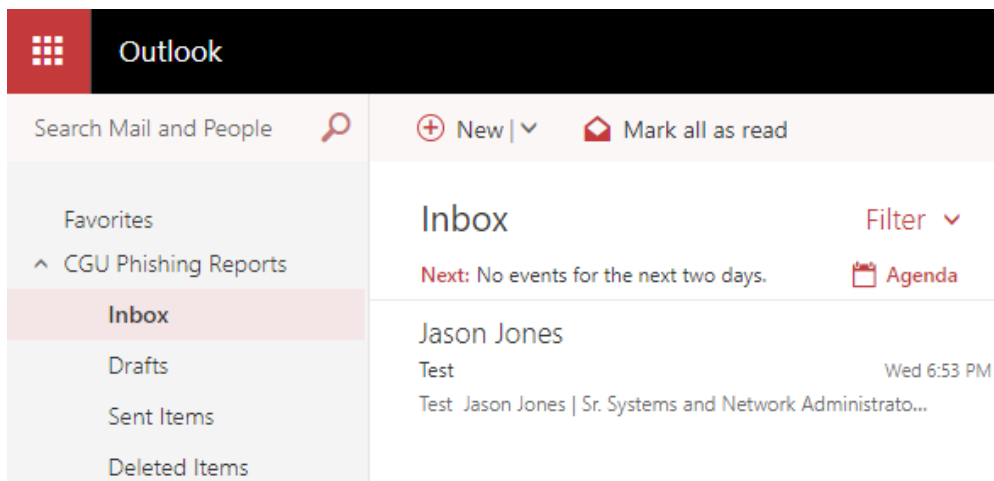
4. Click on your profile in the top right of the webmail client. It will have either your initials or a photo if you have uploaded one. Then click on "Open another mailbox..."



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.

