How to Access a Delegated Email Account

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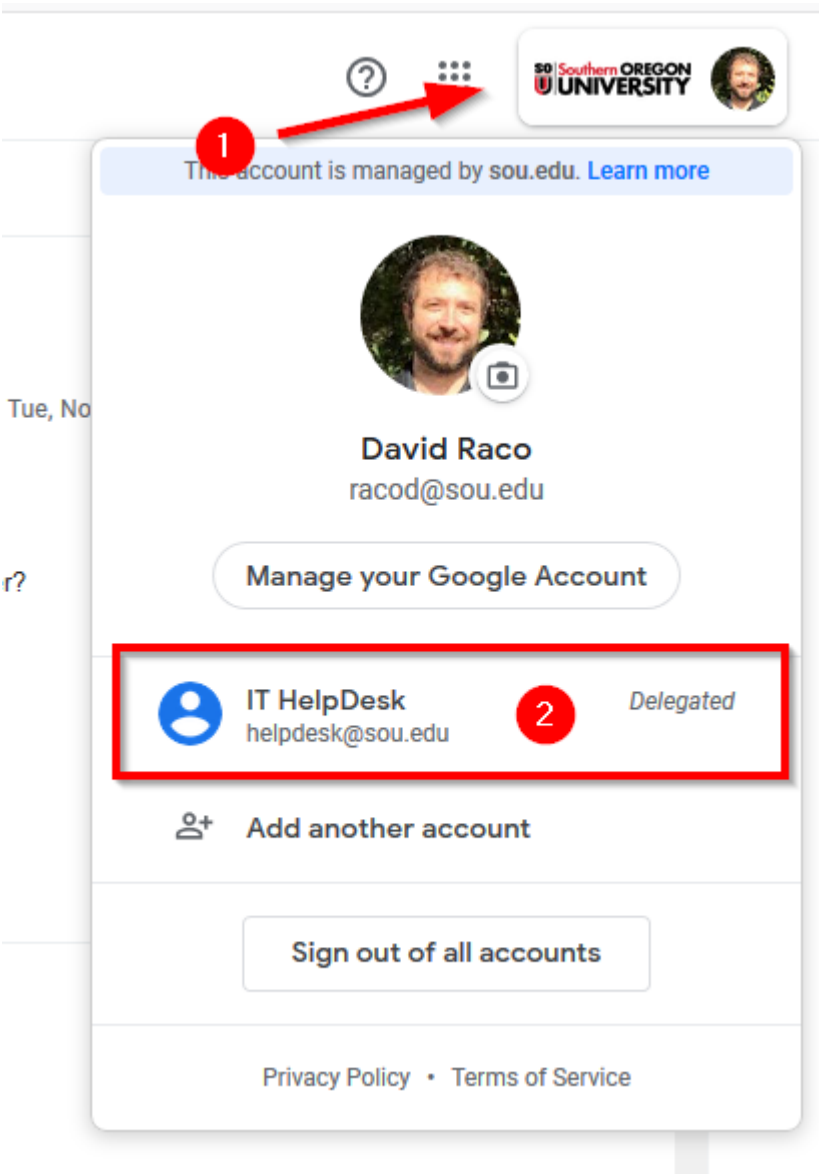
This article is about **delegated email** account and their access. If you do not see the account you have been **delegated** then either **log out** and **log back in** or contact your Computing Coordinator.

Accessing a Delegated Email Account

- You can access a **delegated email** account at any time from within your own **email** account by clicking on your **profile button** in the top-right corner of the **email window**.
- Then clicking on the **delegated email** account from the **dropdown** list.
- That will prompt the other **email** account to load in a **new window** or **tab** within your **web browser**.
- You can continue to work in your own email account at the same time.



To help you **combat phishing**, here is a screenshot of what the **email** to **accept delegation** looks like. Note that it comes from delegation-noreply@google.com, and the **subject** should be has granted you access to their **Southern Oregon University** account -- **accept** or **deny**? The **email** will contain links to **accept** or **deny** the request. The links should be to **https://mail-settings.google.com**.

