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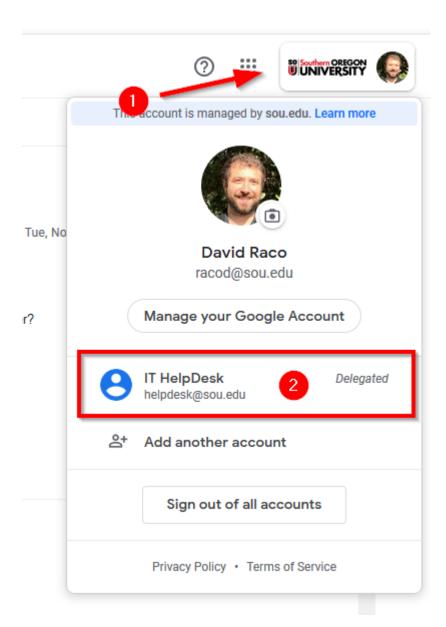
How to Access a Delegated Email Account

David Raco - 2025-06-16 - Comments (0) - Google Apps

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 <u>Computing Coordinator</u>.

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 <u>delegation-noreply@google.com</u>, 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**.

Fall has granted you access to their Southern Oregon University account -- accept or deny? Inbox x

Southern Oregon University Team <delegation-noreply@google.com>
to me ▼

Hi David,

Fall in the Field <fallinthefield@sou.edu> has granted you </ri>

To accept this request, please click the link below: https://mail-settings.google.com/mail/

To reject this request, please click the link below: https://mail-settings.google.com/mail/

To learn more about why you might have received this message, please visit: http://support.google.com/mail/bin/answer.py?answer=138350.

Please do not respond to this message. If you'd like to contact the Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in to your Southern Oregon University Team, please log in the ple