



## How to Access a Delegated Email Account

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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 and then clicking on the delegated email account from the dropdown list. (It is possible to have delegated access to more than one account. You will need to pick each one separately to access them as needed.) 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.



If you have questions about this process or need to request delegated access to an email account, contact your [Computing Coordinator](#).

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](mailto: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>.

