

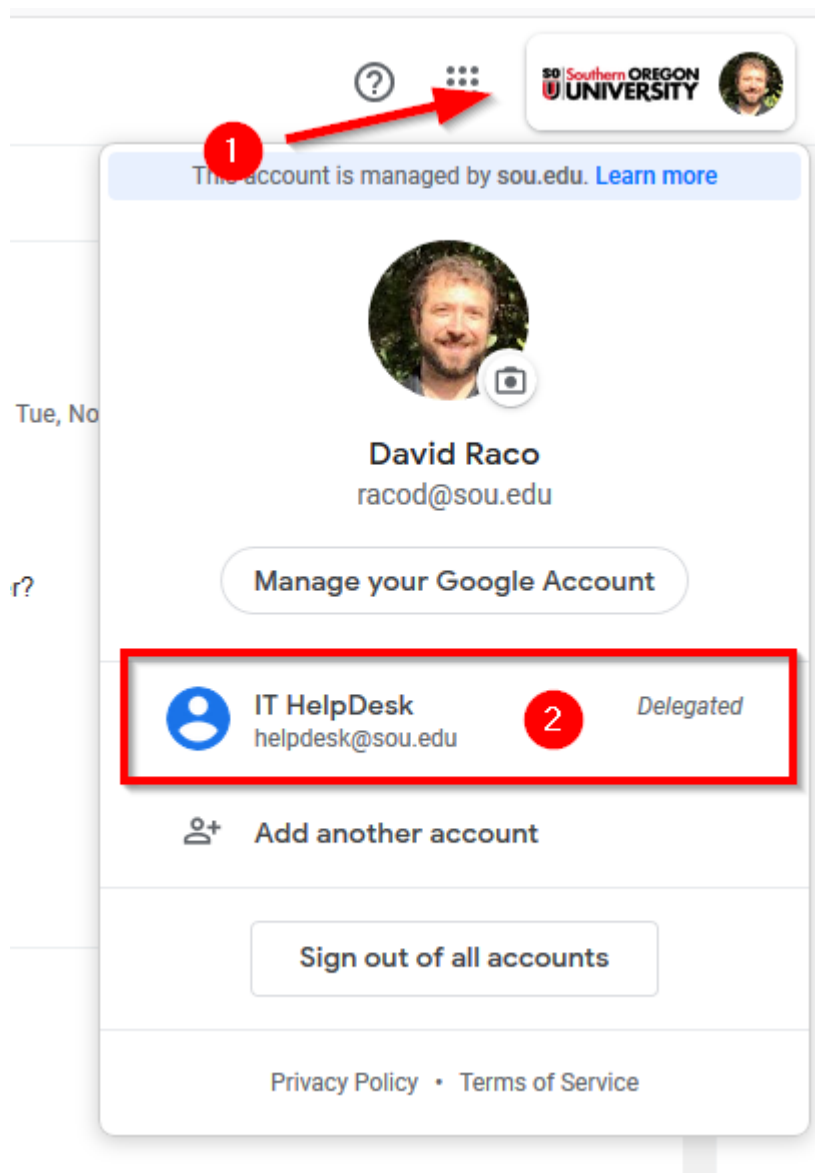
## How to Access a Delegated Email Account

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 [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](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>.

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 ▾

1:38 PM (0 minutes ago) ☆

Hi David,

Fall in the Field <fallinthe@sou.edu> has granted you  
<racod@sou.edu> access to read, delete and send mail on their behalf.

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/>

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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 account and click 'Help'.