Delegating Access to Google Shared Mailboxes

Step 1: In order to delegate access to shared mailboxes you must go to the following URL: https://adam.cc.sunysb.edu/delegate.html

Step 2: Log in with your NetID username and password.

Step 3: Under “Mailbox Name” click the link associated with your shared mailbox that you would like to delegate access for.
Step 4: To add yourself to the mailbox click the “Add Myself as a Delegate” button.

Step 5: To add someone else, type in the Google-Login Name for the user which is the first part of their email address, typically firstname.lastname. Do not include the @stonybrook.edu part of their email address. Please note that some users may have a unique Google-Login name (e.g. firstname.middleinitial.lastname or firstname.lastname.1. You can look this up in the campus directory found in Google Contacts.

Step 6: Once completed, it will take 24 hours for the delegation to take effect.