

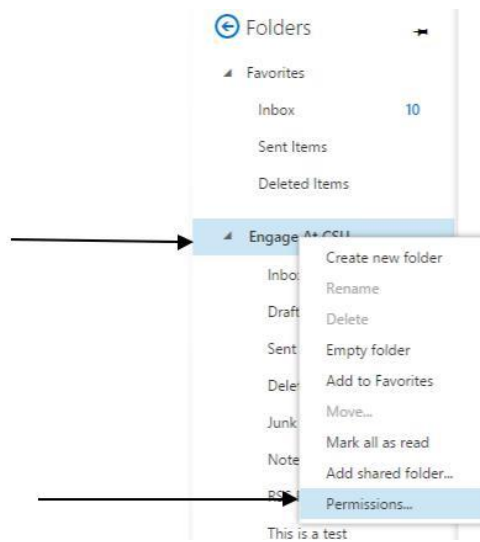


## Delegate access to an account

- 1) Sign into the account that will be delegating access to the mailbox. Select “Outlook” from the available Apps. Select box to the left of “Office 365” and then the Outlook icon

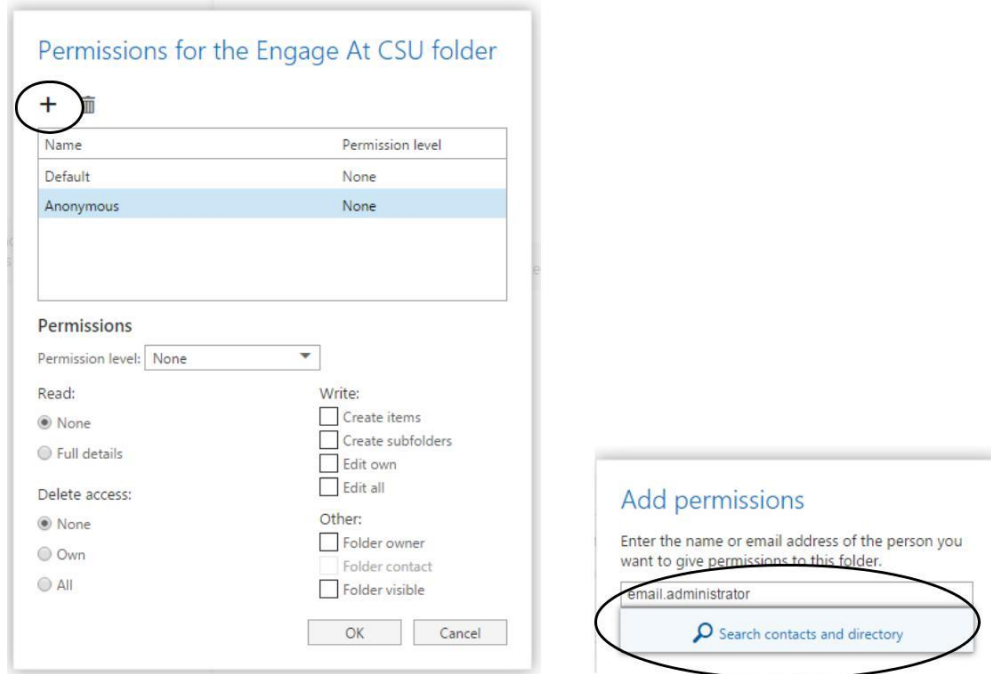


- 2) Locate the folder with the name of the account’s owner, it will have the “Inbox”, “Sent”, etc. folders listed under it. Right click on the name and select “Permissions”. This is required to grant access to the mailbox overall. Defining access to individual folders within the mailbox is described later in this documentation.

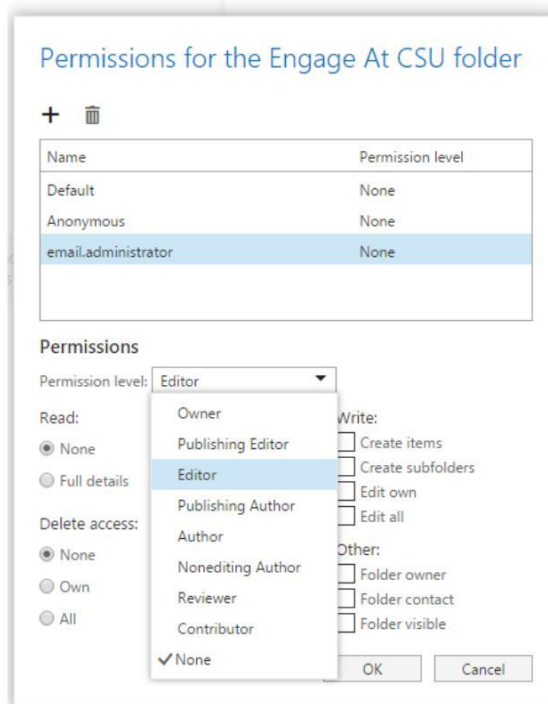




- 3) Select the “+” symbol, a box will appear titled “Add permissions”, enter the address of the account to be granted permission. Select “search contacts and directory”, once the account is located, a screen will appear requesting verification that the address is correct, select “OK”



- 4) The account will appear in the permissions list, select it and assign the appropriate permission level

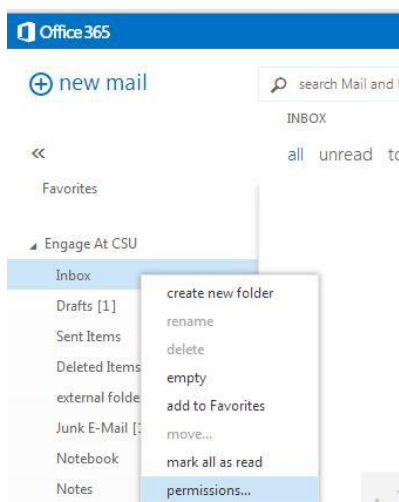




5) Verify the permission level is correct and select "OK"



6) Next, permission must be defining the folder(s) to which the individuals will be granted access. Right click on the folder that an individual is to be granted access to and select "permissions". Please note, access is granted to individual folders, not the entire mailbox. This provides the owner of the mailbox with a higher level of security by controlling what another individual may or may not view by granting the individual access to a particular folder and then moving the items that individual needs to view into that folder. Permission must be defined for each folder to which an individual needs access.





- 7) The permission listing will appear, select “+” to add an individual. (In the future should you wish to remove an individual from accessing your account, select their name from the list and select the trash can icon next to the “+” and then select “ok”)

permissions for the Inbox folder

Name	Permission level
Default	None
Anonymous	None

permissions

Permission level:

Read:

None

Full details

Delete access:

None

Own

All

Write:

Create items

Create subfolders

Edit own

Edit all

Other:

Folder owner

Folder contact

Folder visible

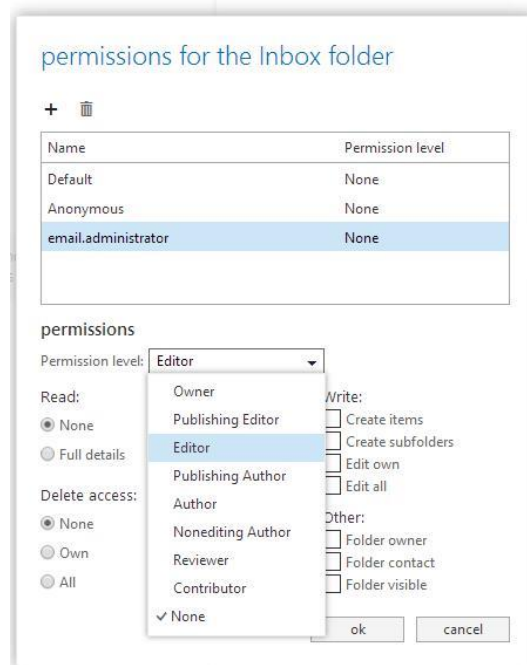
ok cancel



- 8) In the “add permissions” screen, enter the address of the individual who is to be granted access and select “search contacts & directory”. If the individual is located, the information will appear in the screen, if this is the correct person, select “Add”. Note: if the individual who is being granted access has set their FERPA option to “Yes”, then their address will not be listed in the public directory and will not be able to be located. The individual will have to set their FERPA option to “No” to complete this process.



- 9) The person will now appear in the permission list, select their name and then set the permission level by expanding the options listed in the permission level field and selecting the appropriate level.





10) When the permission level is selected, the default settings will appear for the selected level. Verify they are what you would like them to be, if not, select a new permission level. Note: under “Other” the option of “Folder visible” must always be selected, otherwise the folder will not be selectable to the other individual. Select “ok” when finished. The other individual may now access your account.

Name	Permission level
Default	None
Anonymous	None
email.administrator	Editor

permissions

Permission level: Editor

Read:

None

Full details

Delete access:

None

Own

All

Write:

Create items

Create subfolders

Edit own

Edit all

Other:

Folder owner

Folder contact

Folder visible

ok cancel