Granting Other People Access to your Email Inbox

This Document explains how to grant colleagues access to your email inbox (via Microsoft Outlook.) It then explains how to add this email inbox to the person's mailbox who has been granted permission. This procedure will typically be utilised when you are on annual leave and require that your email is monitored.

Step1 – Granting permissions to your Mailbox and Inbox

From your Computer

- Right Click your email address (normally at the top left of the outlook window.)
- Select Folder <u>Permissions</u>.



• In the Permissions tab – click Add.

lame	Permission Level
Default	None
Add	Remove Properties
Permission Level. Nor	ie v
Read None	Write
○ Full Details	Create subfolders

• Select the Person you want to allow access to your email – then click Add – then OK.



• Change the Permission Level: Drop down box to "Owner" then click OK.

Vame Default		Permis: None	ion Level	
datthew Wright	t	None		
Add	i	Remove	Properties	
Permissions	None		~	
Read None Poll Details	Owner Publishin Editor Publishin Author	ig Editor ig Author		/
Delete items	Reviewer Contribu None	tor		
None Own All		Folder ov	vner intact sible	

• Right Click the Inbox – then select Properties.



• In the permissions click Add (just like previous step.)

General AutoArchive	Permissions	Synchronization
Name		Permission Level
Default		Owner
Add	Pamo	Propertier
Permissions	Kemor	Pioperires
Parmirrion Level:	Junar	~
Read	Writ	P
None		reate items
Full Details		reate subfolders
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Delete items	Oth	er
ONone	F	older owner
Own	F	older contact
All	F F	older visible

• Select the Person you want to allow access to your email – then click Add – then OK.



• Change the Permission Level: Drop down box to "Owner" then click OK.

			-
Name		Permission Level	
Default		None	
Matthew Wright		None	
Add	. Remo	ove Properties	
Permissions Permission Level:	None	~	
Read None	Owner Publishing Editor Editor Publishing Author		
O Poll Details	Author	nor	
Delete items	Reviewer Contributor None	anor	
None Own		Folder owner Folder contact	
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() All			

**** NOTE – If you require your colleagues to view Subfolders of your Inbox or Sent Items for example, the above steps granting permissions must be followed.

Step2 – Allowing emails to be sent on your behalf

Completing the following steps enables your colleague to reply to your email on your behalf. The email will state this in the reply.

Warning, failure to complete this step allows colleagues to respond without the "Sent on your behalf" statement.

*** Emails your colleagues reply to will <u>not</u> appear in your sent items. It is recommended your colleague copies [cc] yourself into any replies from your email.

• Click FILE (top left of the outlook window.)



• Select **Delegate Access** from the Accounts Settings Drop down button.



• Click add and Select the user (as per previous steps.)



• Select the inbox drop down menu and change the level to Editor.

• Tick the "Automatically send a message to delegate summarizing these permissions".

Calendar	None	~
Delega	ate receives copies of meeting-related n	nessages sei
Tasks	None	~
Inbox	None	~
Contacts	None Reviewer (can read items) Author (can read and create items)	
Notes	Editor (can read, create, and modify i None	tems)

• Click "OK" twice to close the windows.

Step3 – Adding the Mailbox to your colleagues Outlook

From your colleagues computer.

- Click the FILE tab (on the top left.)
- Click the Account Settings Button.



• Click Account Settings from the Drop down Menu.



• Double Click your email address.

nail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
	475					
New	V		hange 🦁 Set	as Default 🗙 Remi	ove 🕿 🗢	
lame				Туре		
Pau	I.Banister@	wecl.co.uk		Microsoft Exch	ange (send from this ac	count by def

• Click More Settings (on the bottom right of the screen.)

Server Settings		45
Server:	1309f3-79ab-4494-8db3-7ecc890b4161@wecl.co.uk	
User Name:	Paul.Banister@wecl.co.uk	Check Name
Offline Settings		
Use Cached Exchange Mode		
Mail to keep offline:	ter an an a 🕴	All
		\sim
		More Settings

• Click the Advanced Tab – Then Click Add – Type the first name of the Person you want to add – Then Select the person and Click OK – Then Click OK again – Then Next – Then Finish.

Microsoft Exchange General Advanced Security Co Mailboxes	nnection
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Download share¢	OK Cancel
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Outlook Data File Settings	•
Mailbox Mode	

- Close the Accounts Settings Window.
- The Other Inbox will appear on the left hand side of the Outlook window.

Removing access to your mailbox

In order to remove access to your mailbox, it is just a case of removing the users' permissions and delegate access. Follow the steps 1&2&3. However on this occasion select the person, then click remove.

When the permission have been removed and your colleagues Outlook is restarted, they will no longer be able to view your mailbox.