

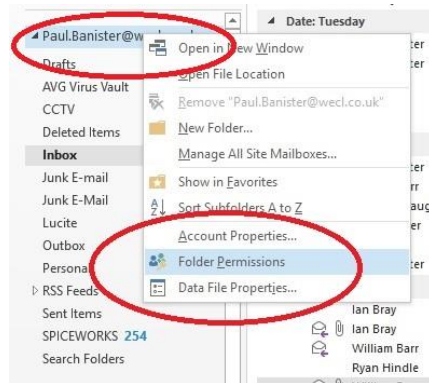
Granting Other People Access to your Email Inbox

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.

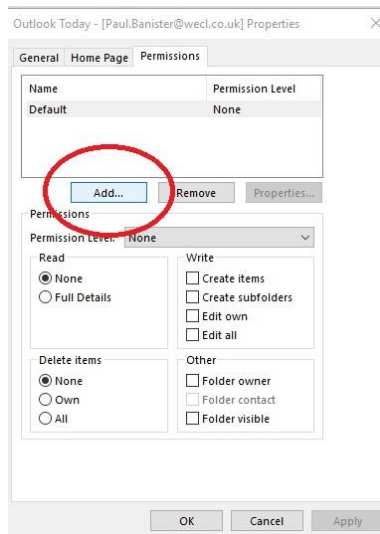
Step1 – Granting permissions to your Mailbox and Inbox

From your Computer

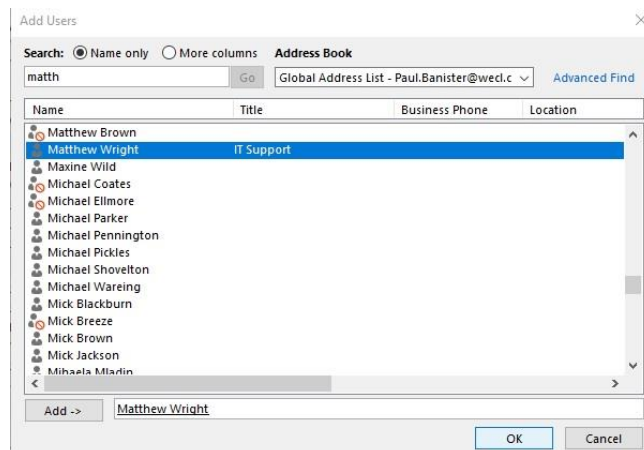
- Right Click your email address (normally at the top left of the outlook window.)
- Select Folder Permissions.



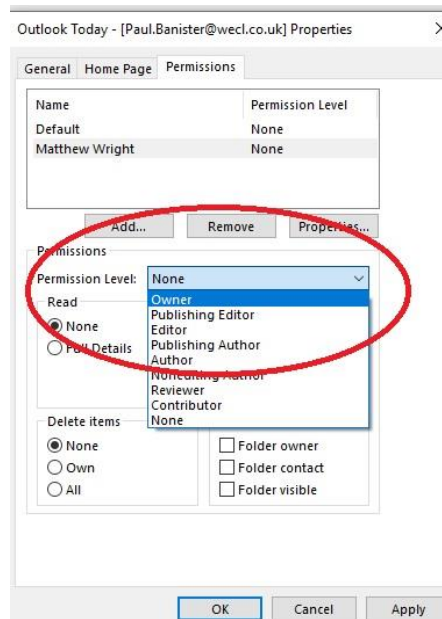
- In the Permissions tab – click Add.



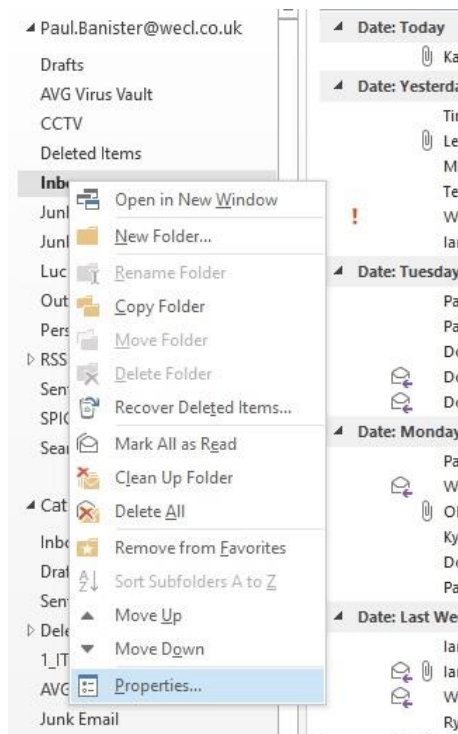
- Select the Person you want to allow access to your email – then click Add – then OK.



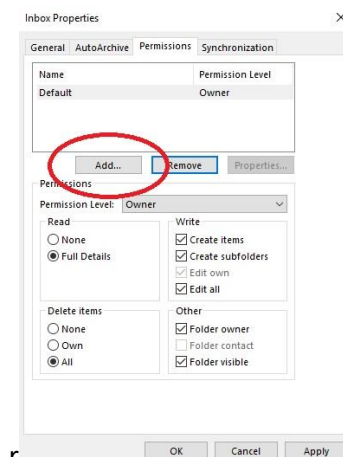
- Change the Permission Level: Drop down box to “Owner” then click OK.



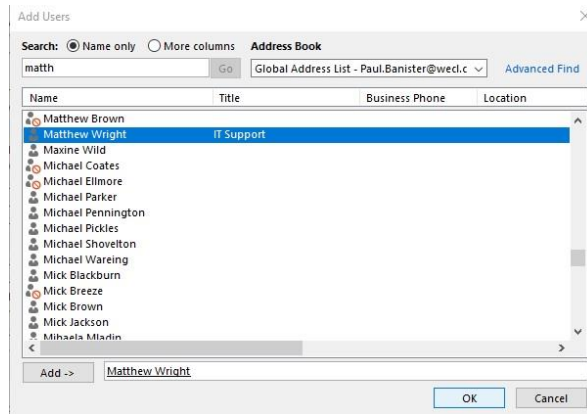
- Right Click the Inbox – then select Properties.



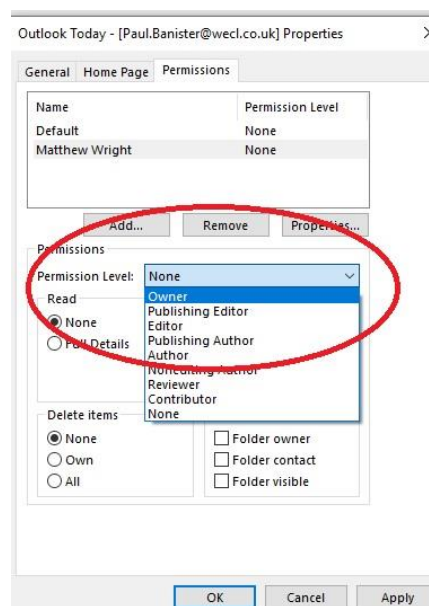
- In the permissions click Add (just like previous step.)



- 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.



****** 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.

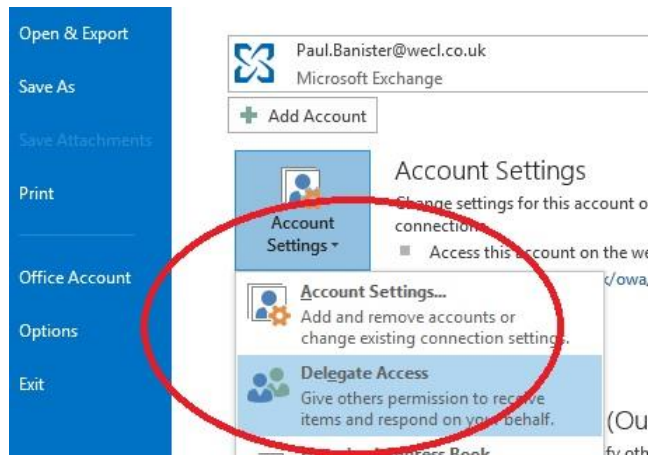
Warning, failure to complete this step allows colleagues to respond without the “Sent on your behalf” statement.

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

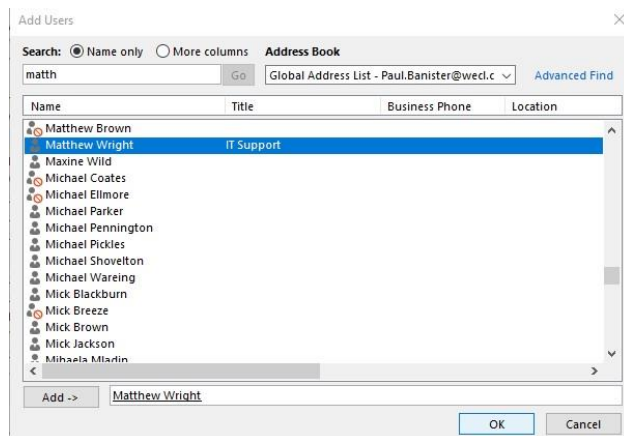
- Click FILE (top left of the outlook window.)



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

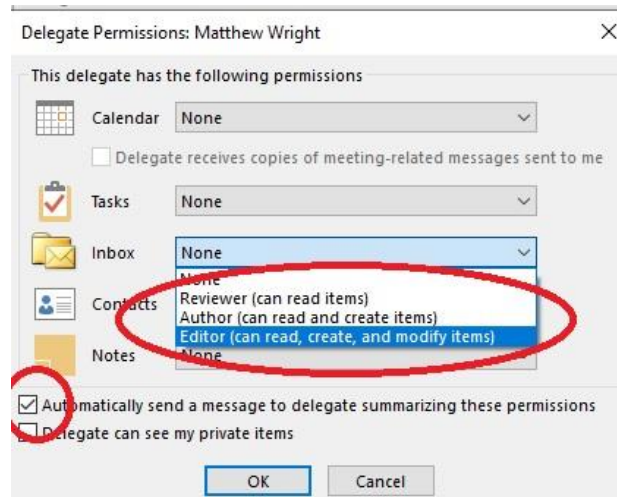


- Click add and Select the user (as per previous steps.)



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

- Tick the “Automatically send a message to delegate summarizing these permissions”.

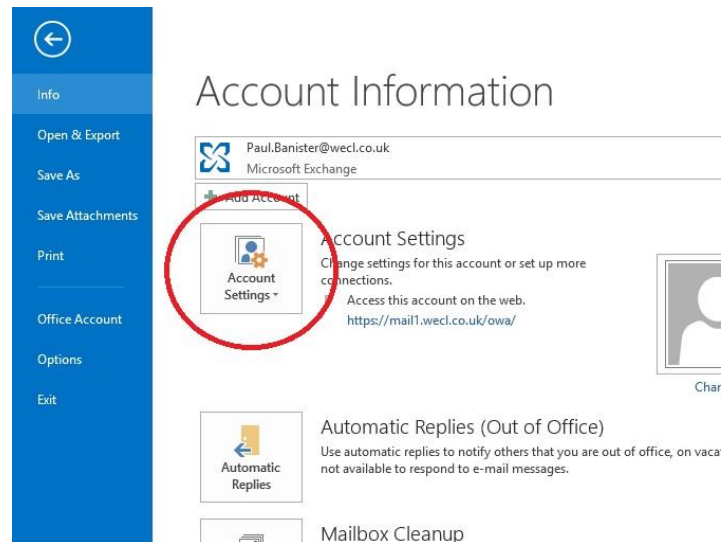


- Click “OK” twice to close the windows.

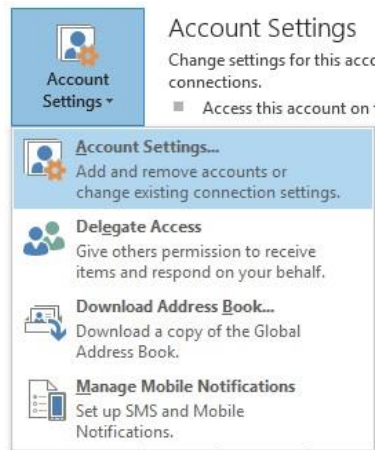
Step3 – Adding the Mailbox to your colleagues Outlook

From your colleagues computer.

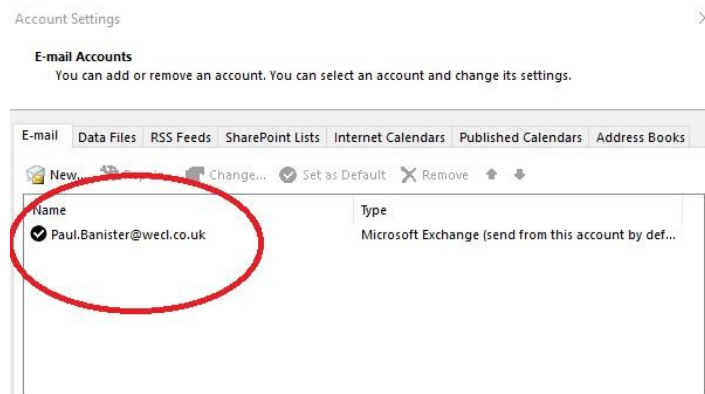
- Click the FILE tab (on the top left.)
- Click the Account Settings Button.



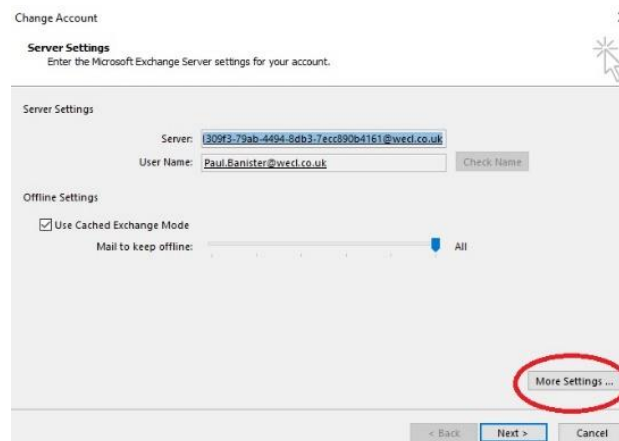
- Click Account Settings from the Drop down Menu.



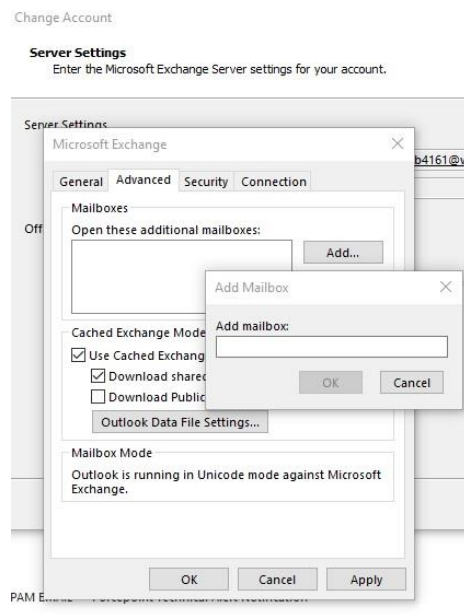
- Double Click your email address.



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



- 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.



- 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.