

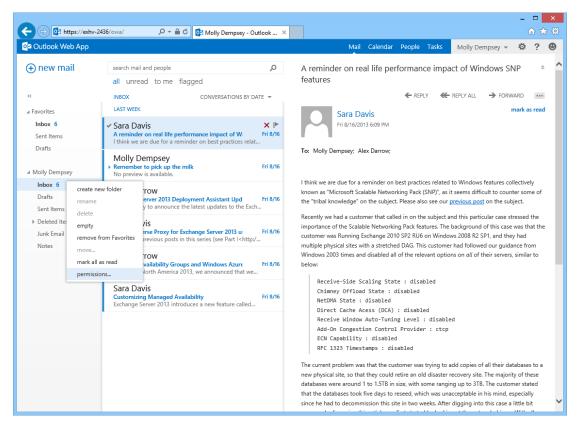
Knowledgebase > Email and Collaboration > Delegate email access to another user

### Delegate email access to another user

Brian - 2020-07-28 - Email and Collaboration

Molly is planning to take some time off from work and needs Alex to cover for her. With Outlook Web App, she can quickly and easily give Alex permissions to view and modify the messages in her mailbox.

To share one of her mail folders with Alex (her inbox, in this case), Molly just needs to right-click it and select "permissions."



This brings up the folder permissions dialog box.

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<ul> <li>Deleted Items</li> <li>Junk Email</li> </ul>	Sara Davis • Part 3: Reverse Proxy for Exc In the two previous posts in t	permissions Permission level: None Read:	• Write:	ting Pack features. The back 110 SP2 RU6 on Windows 20	his particular case stressed the kground of this case was that the 2028 R2 SP1, and they had d followed our quidance from	
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At the top of the dialog box is a list of people other than Molly who currently have permissions to view the folder. In this case, since this is the first time Molly's changed her folder permissions, there's no one in the list yet.

To give Alex permissions to her inbox, Molly clicks the PLUS SIGN (+) at the top left of the dialog box and then types Alex's name.

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After selecting Alex and clicking **add**, Molly can choose from several predefined permissions settings in the drop-down menu or, if she prefers, she can configure custom permissions.

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<ul> <li>Deleted Items</li> <li>Junk Email</li> <li>Notes</li> </ul>	Sara Davis • Part 3: Reverse Proxy for Exc In the two previous posts in t	Permission level: Custom	write:		round of this case was that the 08 R2 SP1, and they had
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			new physical site, so that they co databases were around 1 to 1.5 that the databases took five day	re customer was trying to add co ould retire an old disaster recover TB in size, with some ranging up rs to reseed, which was unaccept his site in two weeks. After diggin	ry site. The majority of these to 3TB. The customer stated able in his mind, especially

Once she has set Alex's permissions appropriately, she just needs to click  $\mathbf{ok}$  and she's done.

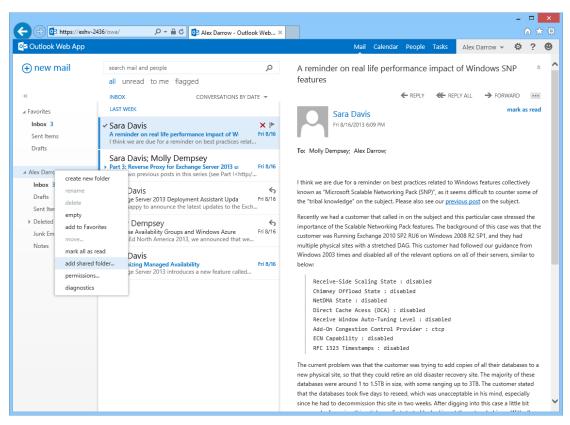
If Molly wants to give Alex permissions to view any folder other than her inbox, there's one more step. After setting permissions for the folder she wants to share, she also needs to click her mailbox's root folder ("Molly Dempsey") and grant permissions to that as well.

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Molly Dempsey  Molly Dempsey  Remember to pick up the milk  wiew is available.		Fri 8/16	To: Molly Dempsey; Alex Darrow;			
Inbox Drafts Sent It	: Darrow nge Server 2013 Deployment Assistant Upd happy to announce the latest updates to the B	Fri 8/16 Exch	I think we are due for a reminder on best practices related to Windows features collectively known as "Microsoft Scalable Networking Pack (SNP)", as it seems difficult to counter some the "tribal knowledge" on the subject. Please also see our <u>previous post</u> on the subject.			
empty     add to Favor     Junk E     Move	ites Davis : Reverse Proxy for Exchange Server 2013 u: two previous posts in this series (see Part I <ht< td=""><td>Fri 8/16 tp:/</td><td>Recently we had a customer that called in on the subject and this particular case stressed the importance of the Scalable Networking Pack features. The background of this case was that the customer was Running Exchange 2010 SP2 RU6 on Windows 2008 R2 SP1, and they had multiple physical sites with a stretched DAG. This customer had followed our quidance from</td></ht<>	Fri 8/16 tp:/	Recently we had a customer that called in on the subject and this particular case stressed the importance of the Scalable Networking Pack features. The background of this case was that the customer was Running Exchange 2010 SP2 RU6 on Windows 2008 R2 SP1, and they had multiple physical sites with a stretched DAG. This customer had followed our quidance from			
mark all as r add shared t	Darrow older bEd North America 2013 we approved that to	Fri 8/16	Windows 2003 times and disabled all of the relevant options on <i>all</i> of their servers, similar to below:			
diagnostics	Davis Customizing Managed Availability Exchange Server 2013 introduces a new feature calle	Fri 8/16	Receive-Side Scaling State : disabled Chimmey Offload State : disabled NetDMA State : disabled Direct Cache Acess (DCA) : disabled			
			Breci Cache Acts (GA) : bladie Receive Window Auto-Tuning Level : disabled Add-On Congestion Control Provider : ctcp ECN Capability : disabled RFC 1323 Timestamps : disabled			
			The current problem was that the customer was trying to add copies of all their databases to a new physical site, so that they could retire an old disaster recovery site. The majority of these databases were around 1 to 1.5TB in size, with some ranging up to 3TB. The customer stated that the databases took five days to reseed, which was unacceptable in his mind, especially since he had to decommission this site in two weeks. After diaging into this case a little bit			

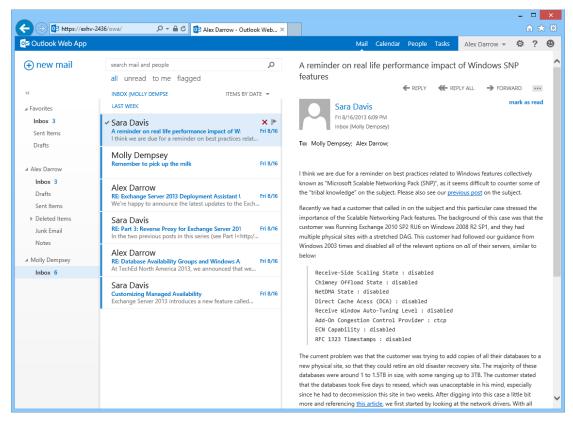
Again, this is necessary only if she wants to share a folder other than her inbox.

Now let's take a look at Alex's inbox. In order to see Molly's mail, Alex needs to right-click his mailbox's root

#### folder ("Alex Darrow") and select add shared folder...



He then simply needs to enter Molly's name, and he's done-he can view and, if she has allowed him, modify the contents of her inbox. He can tell he's in Molly's inbox because her name appears at the top of the message list.



Once he's set himself up to view Molly's mail on his desktop, Alex can also view her mail on his tablet and phone! He can open up Outlook Web App with a compatible mobile browser or with an app such as OWA for iPhone or OWA for iPad. He then just needs to tap the folder button at the bottom of the screen. This will bring

 $\ensuremath{\mathsf{up}}$  a list of his folders, as well as the folder that Molly has shared with him.



# Inbox 5

Drafts

Sent Items

Deleted Items 2

Junk Email

Notes

Molly Dempsey

## Inbox 6



# all unread to me flage

#### LAST WEEK

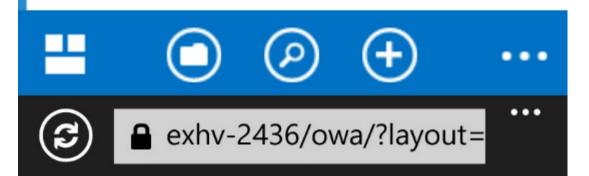
Sara Davis
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I think we are due for a reminder on be...

Molly Dempsey Remember to pick up the milk

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Alex Darrow RE: Exchange Server 2013 Deploy Fri 8/16 We're happy to announce the latest up...

Sara Davis RE: Part 3: Reverse Proxy for Exch Fri 8/16 In the two previous posts in this series...



One important thing to be aware of is that, while you can view others' mail folders using Outlook Web App, you can't send email on their behalf-you need the full Outlook client for that. If Alex replies to a message in Molly's inbox, the mail will appear as having been sent by him.