

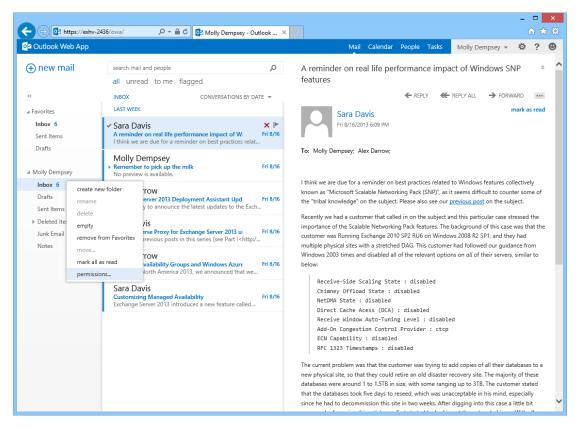
Knowledgebase > Email and Collaboration > Delegate email access to another user

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.

← → 🗗 https://exhv-	-2436/owa/ 🔎 → 🔒 Ċ	🖸 Molly Dempsey - Outlook 🗙			- □ ☆ ☆	× ¢
o⊠ Outlook Web App			Mail Caler	ndar People Tasks M	Nolly Dempsey 👻 🔅 ? 🕻	9
⊕ new mail	search mail and people all unread to me flag	Q	A reminder on real life features	performance impact o	of Windows SNP 🌼	^
≪ ∡ Favorites Inbox 6 Sent Items	INBOX LAST WEEK Y Sara Davis A reminder on real life perfo	permissions for the Ir + =		← REPLY	LY ALL	
Drafts ∡ Molly Dempsey	I think we are due for a remin Molly Dempsey Remember to pick up the m No preview is available.	Name Default Anonymous	Permission level None None			
Inbox 6 Drafts Sent Items	Alex Darrow Exchange Server 2013 Deplo We're happy to announce the				Windows features collectively ems difficult to counter some of <u>ious post</u> on the subject.	
 Deleted Items Junk Email 	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	
Notes	Alex Darrow • Database Availability Group: At TechEd North America 20 Customizing Managed Avail Exchange Server 2013 introdi	None Full details Delete access: None Own All	Create items Create subfolders Edit own Edit all Other: Folder owner Folder visible ok cancel	III of the relevant options of	on all of their servers, similar to	
				<pre>ste : disabled disabled stabled ng Level : disabled pl Provider : ctcp stabled</pre>		
			The current problem was that the new physical site, so that they or databases were around 1 to 1.5 that the databases took five databases took fiv	1	ip to 3TB. The customer stated ptable in his mind, especially	~

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.

					- 🗆 🗙	
< Image: Alternative Anternative Anternat	2436/owa/ ♀ 🔒 Ċ	💽 Molly Dempsey - Outlook	k ×		₩ 🛠 🔅	
		permissions for	the Inbox folder			
		+ 📺				
		Name	Permission level			
		Default	None			
		Anonymous	None			
		add permissions				
		Enter the name or email address of the nerson you				
		Per la de diversion de la diversión de la dive				
		Search Contacts & Directory				
		None	Other:			
		O Own	Folder owner Folder contact			
		O All	Folder visible			
			ok cancel			
			since ne nao to decommission	triis site in two weeks. Afte	r digging into this case a little bit	

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.

← → 🗗 https://exhv-	2436/owa/ 🔎 – 🔒 🖒	Molly Dempsey - Outlook ×			- □ <mark>×</mark> ☆☆ ☆
oa Outlook Web App			Mail Caler	ndar People Tasks Mo	Ily Dempsey 👻 🔅 😕
⊕ new mail	search mail and people all unread to me flac	م aed	A reminder on real life features	performance impact of	f Windows SNP 🔹 ^
≪ ∡ Favorites Inbox 6	INBOX LAST WEEK V Sara Davis	permissions for the Ir	nbox folder	← REPLY	ALL → FORWARD
Sent Items Drafts	A reminder on real life perfo I think we are due for a remin Molly Dempsey	Name Default	Permission level		
✓ Molly Dempsey Inbox 6	Remember to pick up the m No preview is available.	Anonymous Alex Darrow	None Custom) best practices related to Wir	
Drafts Sent Items	Exchange Server 2013 Depio	permissions		ct. Please also see our previou lled in on the subject and this	
 Deleted Items Junk Email Notes 	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
A S	Alex Darrow > Database Availability Group: At TechEd North America 20 Sara Davis Customizing Managed Avail Exchange Server 2013 introd	 None Full details 	Create items Create subfolders Edit own	Ill of the relevant options on <i>all</i> of their servers, similar to	
		Delete access: None Own 	Edit all Other: Folder owner Folder contact	<pre>ste : disabled disabled) : disabled ing Level : disabled</pre>	
		O All	Folder visible)] Provider : ctcp :d isabled	
			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.

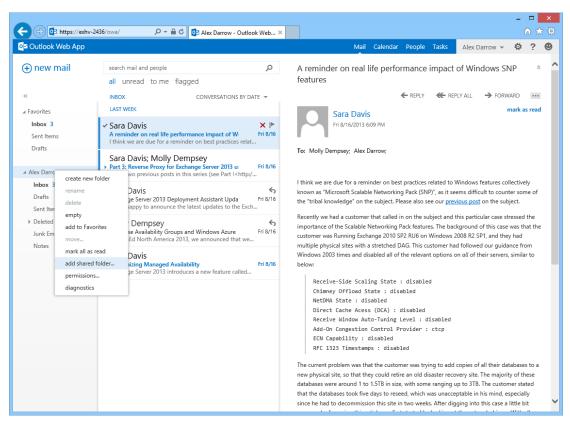
If Molly wants to give Alex permissions to view any folder other than her inbox, there's one more step. After setting permissions for the folder she wants to share, she also needs to click her mailbox's root folder ("Molly Dempsey") and grant permissions to that as well.

+ ttps://exhv	2436/owa/ 🔎 🗕 🖒 💽 Molly Dempsey -	- Outlook ×	- □ × A ★ Ø			
Outlook Web App			Mail Calendar People Tasks Molly Dempsey 🗸 🌣 ? 🙂			
⊕ new mail	search mail and people all unread to me flagged	Q	A reminder on real life performance impact of Windows SNP features			
"	INBOX CONVERSATIONS B	Y DATE 👻	← REPLY			
Favorites	LAST WEEK		Sara Davis mark as read			
Inbox 6 Sent Items	 Sara Davis A reminder on real life performance impact of W I think we are due for a reminder on best practices re 	× ► Fri 8/16	Fri 8/16/2013 6:09 PM			
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			

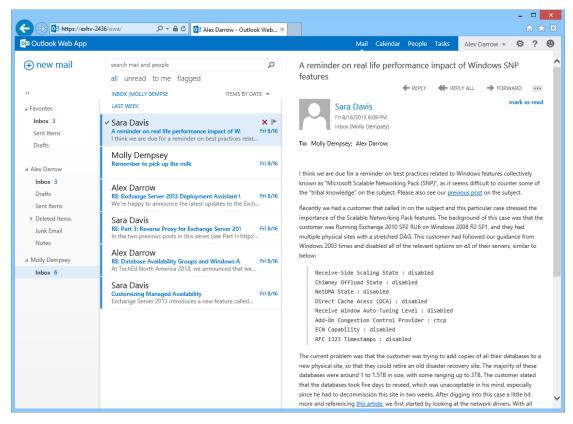
Again, this is necessary only if she wants to share a folder other than her inbox.

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

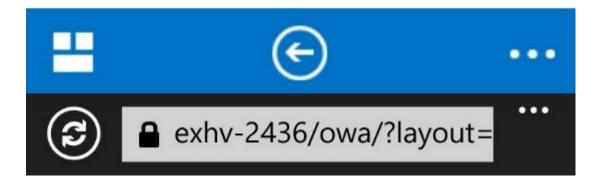
Deleted Items 2

Junk Email

Notes

Molly Dempsey

Inbox 6



all unread to me flage

LAST WEEK

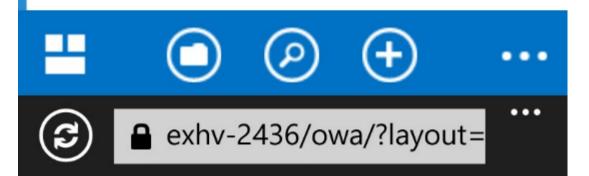
Sara Davis
A reminder on real life performar
Fri 8/16
I think we are due for a reminder on be...

Molly Dempsey Remember to pick up the milk

Fri 8/16

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.