



Delegating a Delegated Email Account

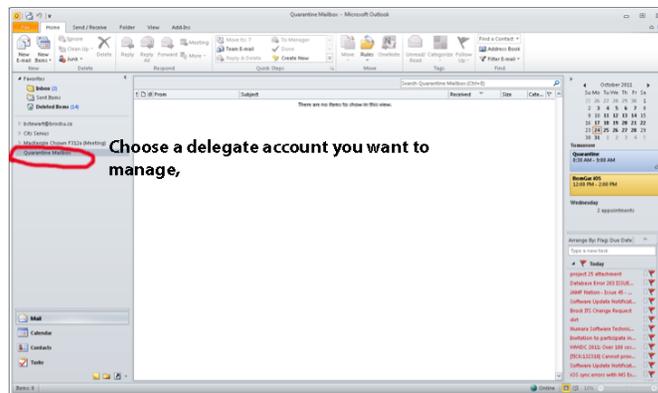
Date: October 25, 2011

Version: 1.0

Delegating a Delegated Email Accounts for Windows Outlook 2010

You can easily add remove or change the users who have access to the delegate accounts you manage using Outlook 2010 client for Windows. Any person who has a Brock Exchange e-mail account can be added to a delegate account. This will not work for users on the non-exchange mail servers such as Badger or Spartan.

To Start, in the Mail view of Outlook, right-click on the delegate account you wish to work with and select **Data File Properties...**

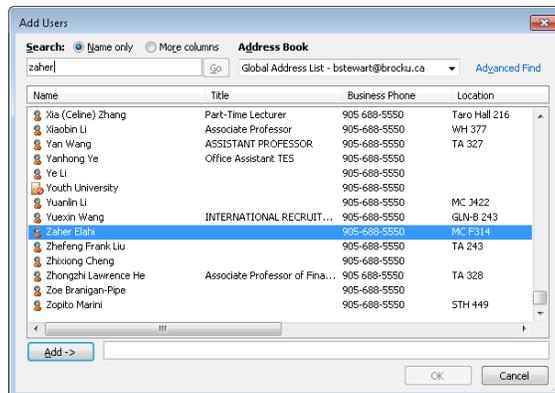


Next, click on the **Permissions** tab.

To **edit** a users' permissions for this delegate mailbox, select the user in the list and select a new **Permission Level** from the dropdown box.

To **remove** a user's permissions on the delegate account, select the user and click remove.

To **add** a new user to the delegate account, click the Add button.



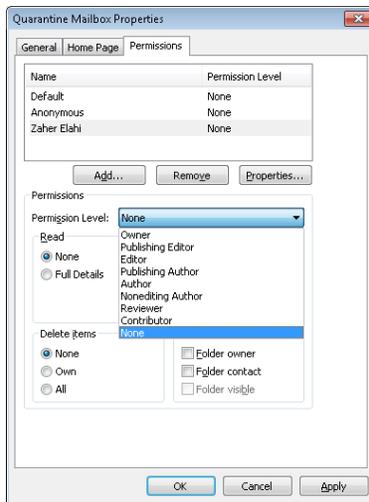


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In the Add Users window, you can search by first name and find the user you would like to add to the account. Double click a name to add it and then click Ok. You can add more than one user at a time from this screen. Next you can select the user in the list and edit their permissions.



Permission Levels and their meaning

The following three Permission Levels allow the granted person to delete files in the folder you give them access to. Use with caution

- Owner - This grants FULL permission to the selected folder. Typically a bad idea.
- Publishing Editor - This also grants FULL permission to the selected folder, but it does not change who "owns" the folder. Be careful when using this option (useful if other people need to organize your folder)
- Editor - This grants FULL permission, except for the ability to create new folders. Good for basic calendar sharing.

The following two Permission Levels allow the granted person to edit/delete only files they have created.

- Publishing Author - Similar to Publishing Editor, except the granted user cannot delete files (or appointments) you have created.
- Author - Similar to Editor, except the granted user cannot delete files (or appointments) that you have created.

The following four Permission Levels grant minimal access to your folder.

- Nonediting Author - The user can create items (not folders), but cannot edit anything. They can delete items that they have created.
- Reviewer - The user can see folders, but not sub-folders.
- Contributor - The user can create items.
- None - The user has no permissions (That is why the Default user is setup with the Permission Level: None).

If you have any questions regarding this, contact the helpdesk at <https://www.brocku.ca/information-technology/footprints/>