

Outlook 2010

Permission in Outlook

Intended for: Employees
Version: 0.1
Date: 06-12-2011
Owner: SSC ICT

Permissions in Outlook

Using permissions on personal and functional mailboxes

1. Preface

The ICT Products and Services Catalog (www.Ssc-ict.tudelft.nl/pdc) provides a general description of the mail functionalities available to every employee of TU Delft. This document assumes that you already mastered Outlook normal daily mail function.

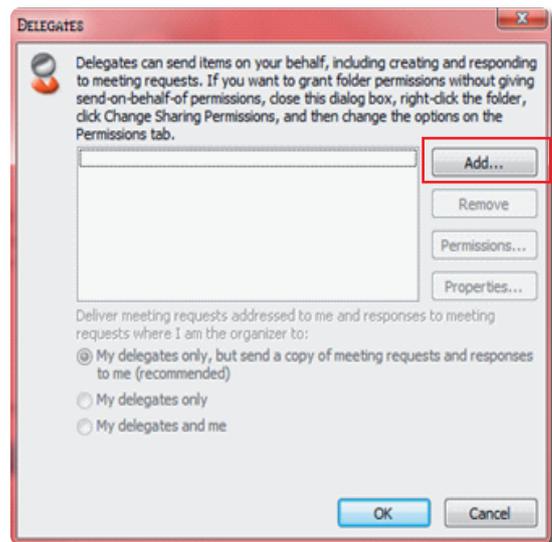
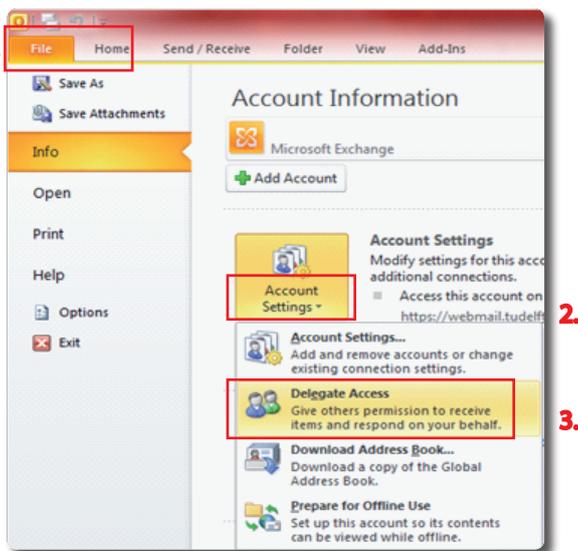
This guide explains how to use different parts of your Outlook account (or a functional mailbox) with other users and how you can use those authorizations. This means that you can give other people permission to, for example, send mail in your name or, keep your calendar from their own email account. Authorizing another user to use your mail / calendar only works if you both work via the Microsoft Exchange Server of TU Delft. This means that you both use your TU email.

2. Permissions

2.1 Give someone basic access to parts of your Outlook account

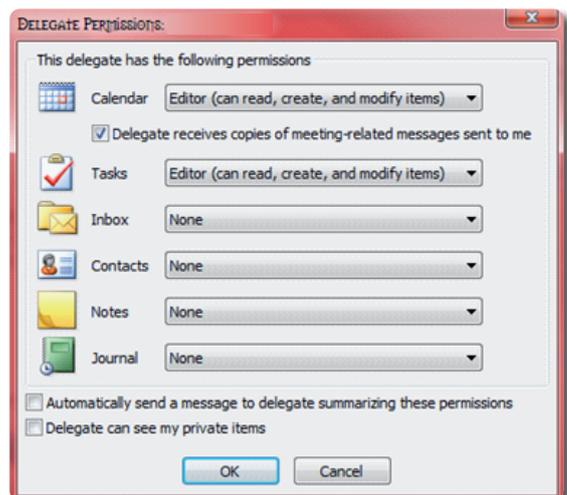
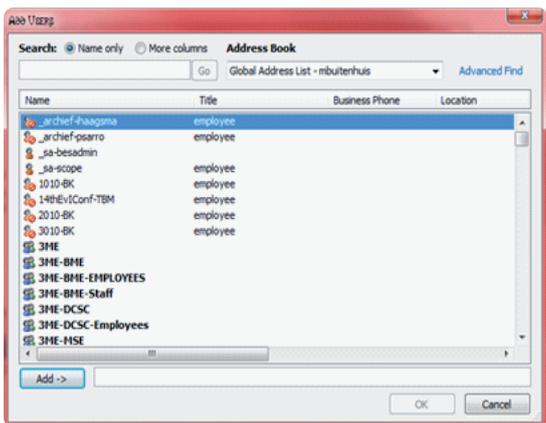
1. Open Outlook and click on **File** (1). Then click on **Account Settings** (2) and finally on **Delegate Access** (3)

2. Press the **Add button**



3. Find the person you want to authorize and click **OK**.

4. In the window that opens you can indicate per part of your Outlook account what access the person may have. Then click twice on **OK**.

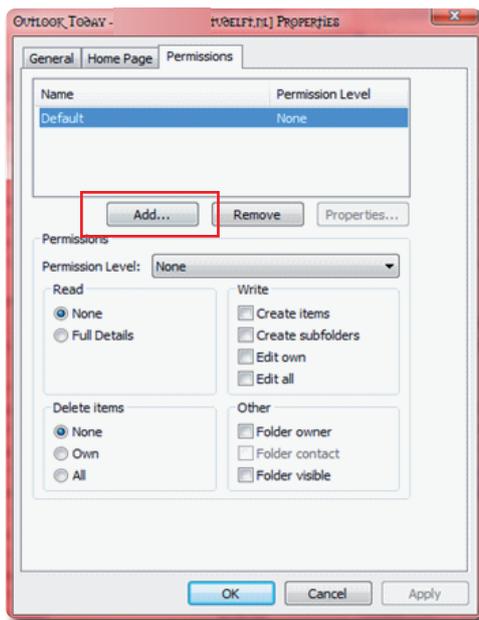
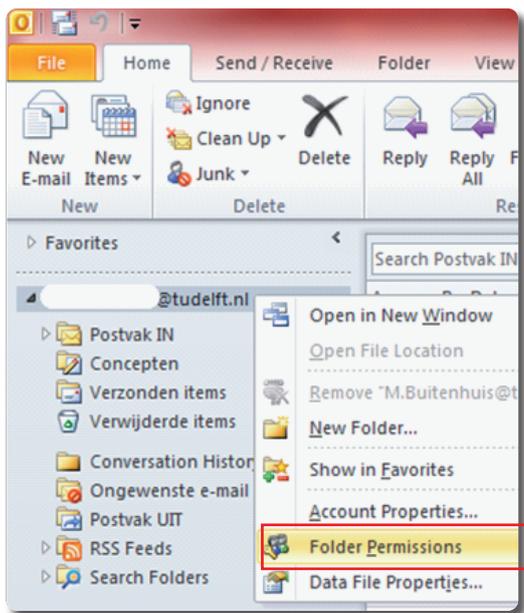


2.2. Authorize someone to have extended access to your inbox

In order to be able to open someone else's mailbox in your own Outlook main screen, in addition to the steps described above, a number of things must be set up on the other person's mailbox. This is only needed for the folder "Inbox" and subfolders, for the calendar and the other Outlook items this is not necessary.

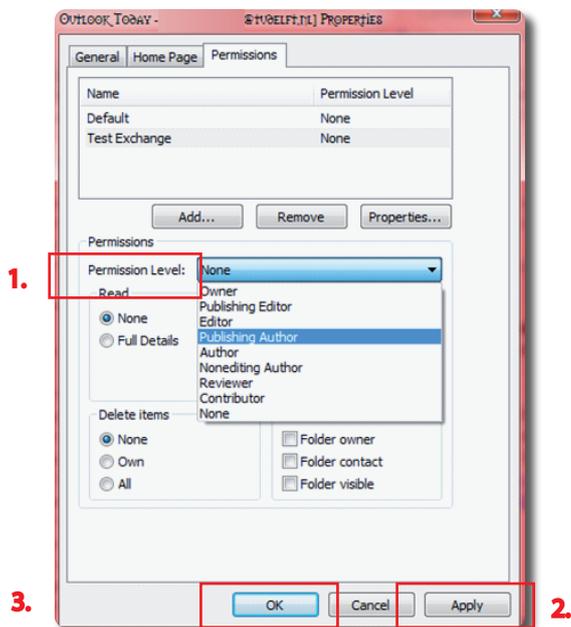
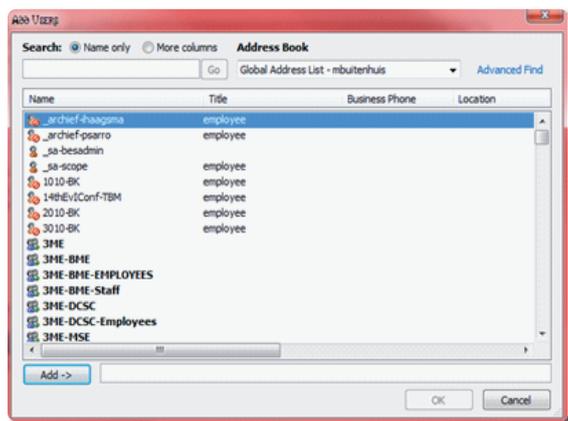
1 Right-click on the main folder of your inbox and choose from the menu: **Folder Permissions**.

2. Now, click on **Add**.



3. Find the person you want to authorize to use your inbox and click **OK**.

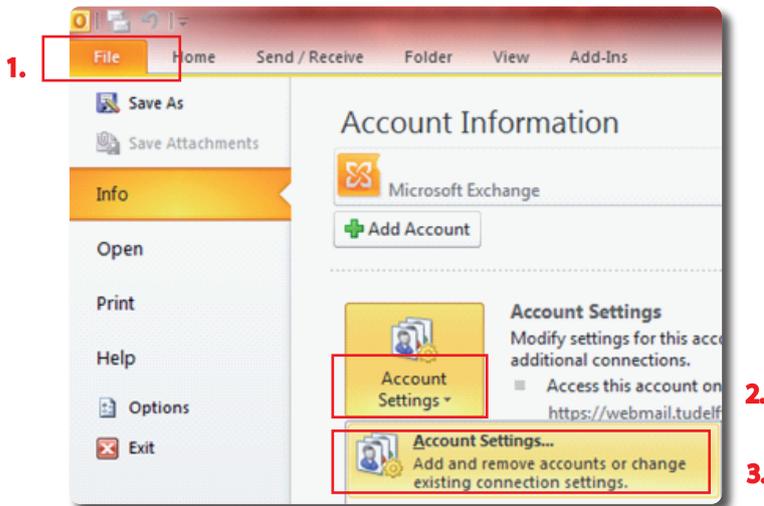
4. Then choose a 'permission level' (1) for the person and indicate in more detail if necessary what that person can and cannot do. Then, click **Apply** (2) and subsequently **OK** (3). The other person can now make your mailbox visible in its main screen.



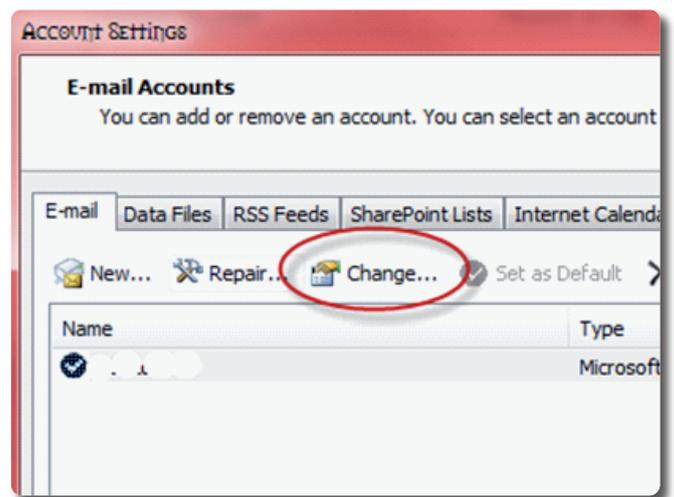
2.3. Using permissions granted on an inbox

If you are authorized to do so and you need to regularly reply to e-mail messages, for example from your director, you can make the mailbox of this person visible in your own main screen in Outlook.

1. In the **File** (1) menu click on **Account Settings** (2) and finally again on **Account Settings** (3).

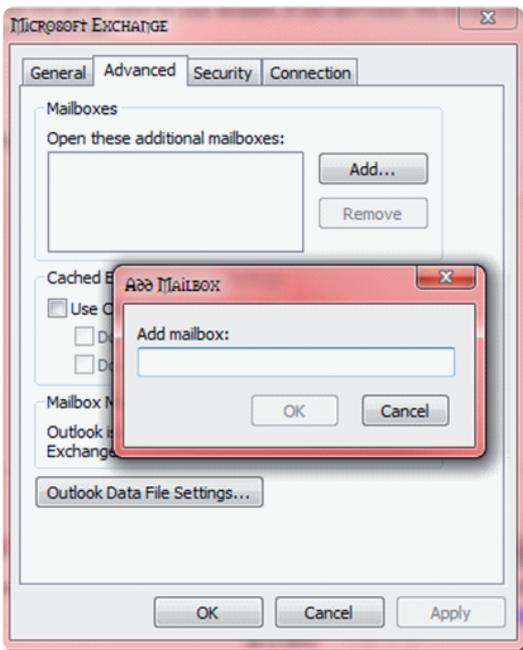


2. Select the Microsoft Exchange Server (if not selected automatically) and click on **Change**.



3. Now, click on **More settings**

5. Enter the name of the mailbox (if it is a functional mailbox) or of the person whose mailbox you want to add to your account and click **OK**.



4. Go to the **Advanced** tab and click on **Add**

6. Then press **Apply** and **OK** to confirm your settings.

7. Click on **Next**

8. Click on **Finish**

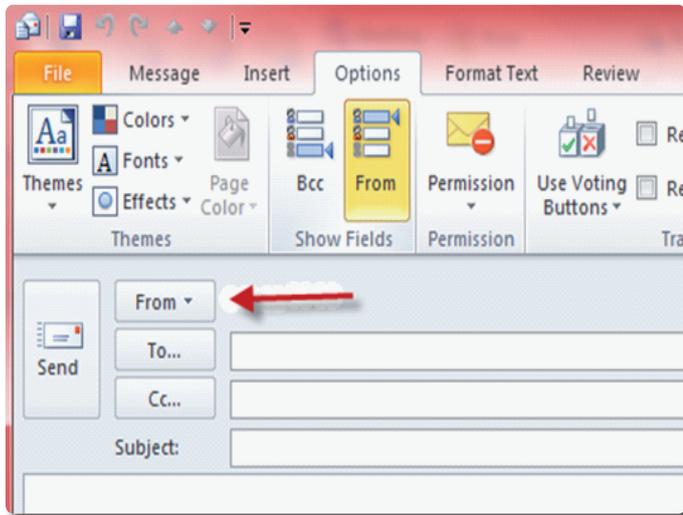
9. Click on **Close**

10. Restart your Outlook. The other person's mailbox can now be accessed in your main Outlook screen as a folder under your own inbox folders.

3. Send mail on behalf of someone else

If you are authorized as an author or editor on someone else's inbox, you can also send messages on behalf of that person. The recipient of the message first sees in the **From** box the name of the person who sent the message as well as the name of the person on whose behalf the mail was sent. For example: "Jan Jansen on behalf of Anton Botersloot". Note that the **From** field is not displayed by default and must be activated in your Outlook.

1. When you open a new mail, you can choose **From** in the **Options menu**. This will display the field in the email where you can enter the address on behalf of whom you are sending the email



4. Functional mailboxes

3.1 Definition of a functional mailbox

A functional mailbox is a non-personal email address for a project, component, event, etc. within a faculty or support service, e.g. **secr-EWI@tudelft.nl**. The mailbox has an owner who manages the mailbox and a number of delegates who also work with it. When requesting the mailbox, SSC ICT takes care of the authorizations, so the owner does not have to do this himself. In practice, the use of a functional mailbox is almost identical to a normal email account.

3.2 Opening a functional mailbox

A functional mailbox can be used just like a delegated mailbox of another person and can therefore be opened under your own account as described in chapter 2.