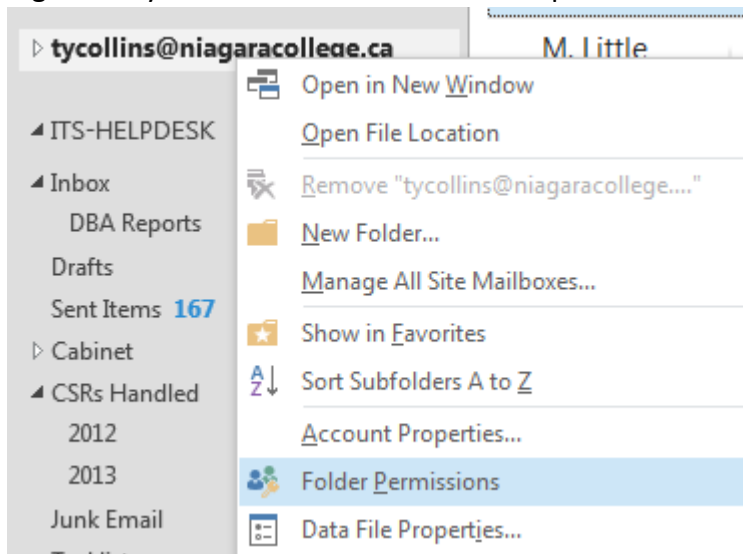
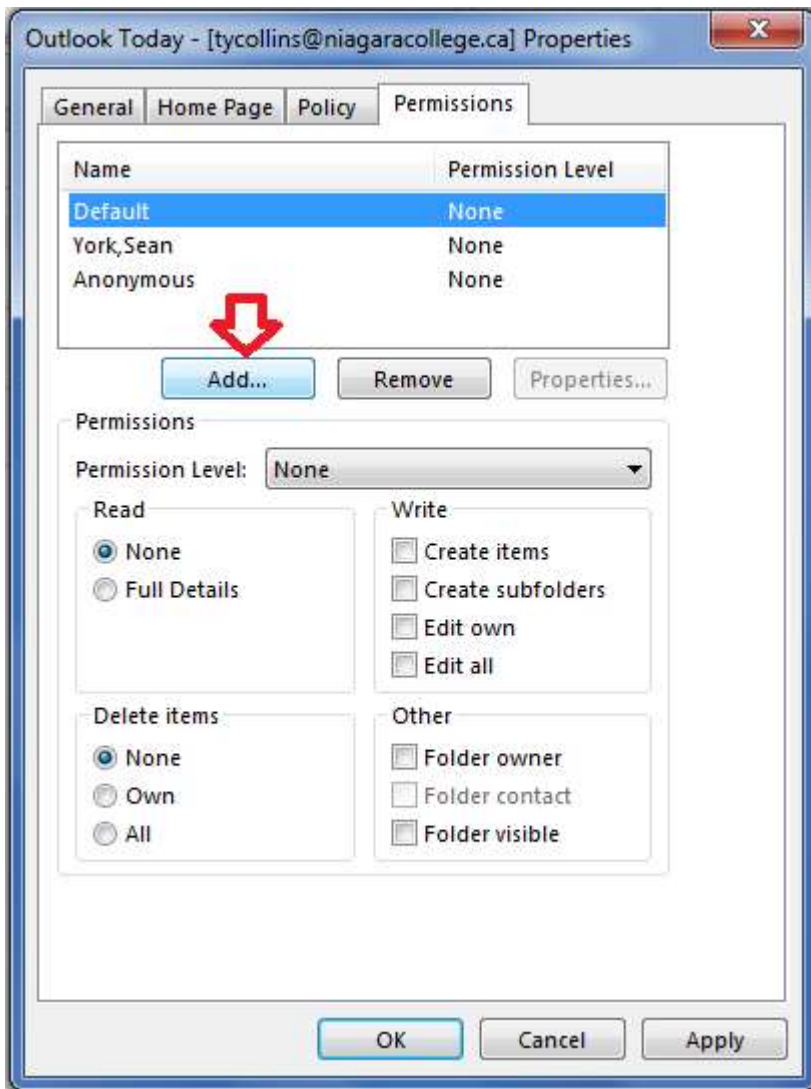


User sharing their mailbox steps

- 1) Right click your mailbox and select Folder permissions

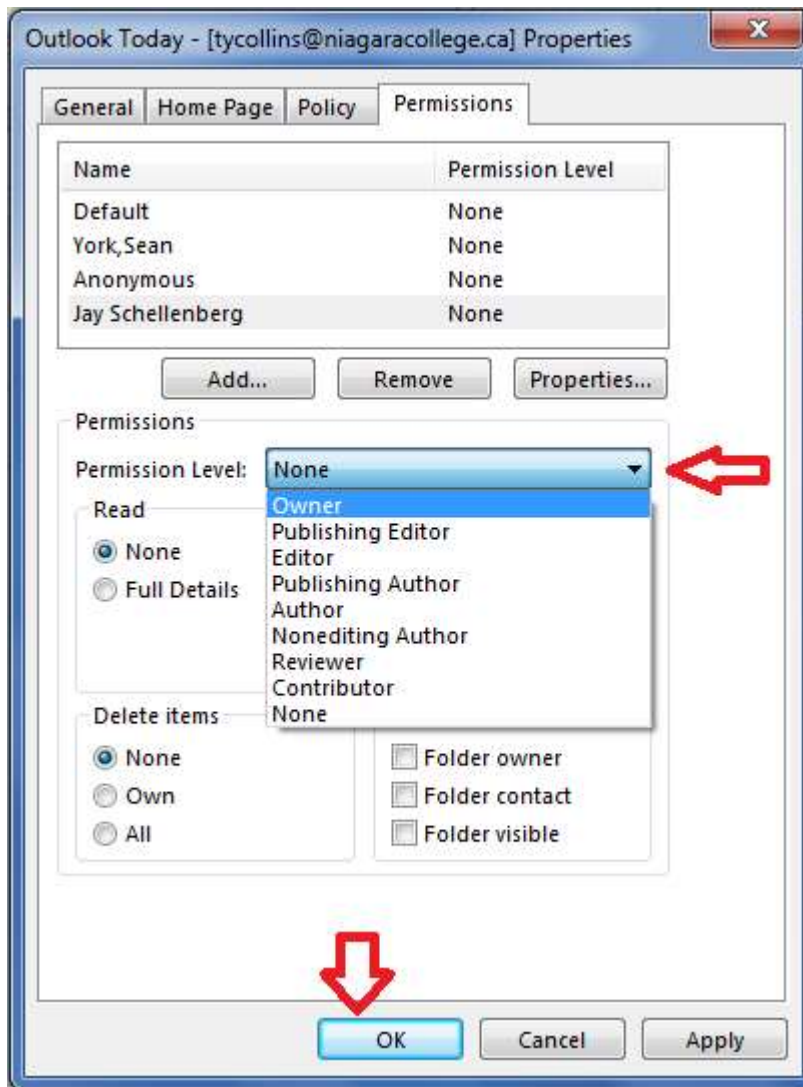


- 2) In the permissions window that appears click add then select the member you wish to add from the address book

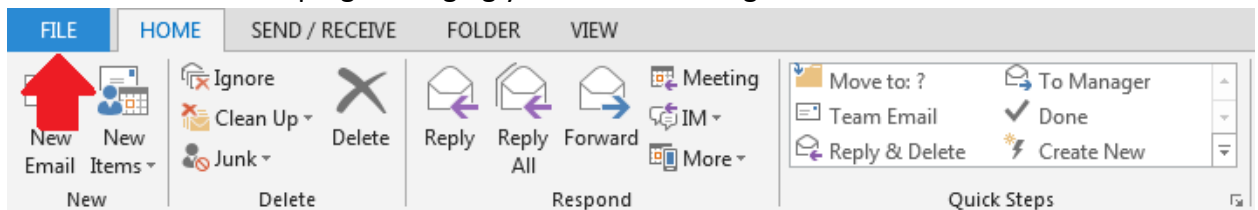


- 3) After clicking ok on the address book you'll notice that the user you selected is in the list of users, make sure they are highlighted and select the permissions you wish to give them, I would suggest using the drop down menu and suggesting owner giving the user full access to your mailbox (Select None on delete Items so they cannot delete your

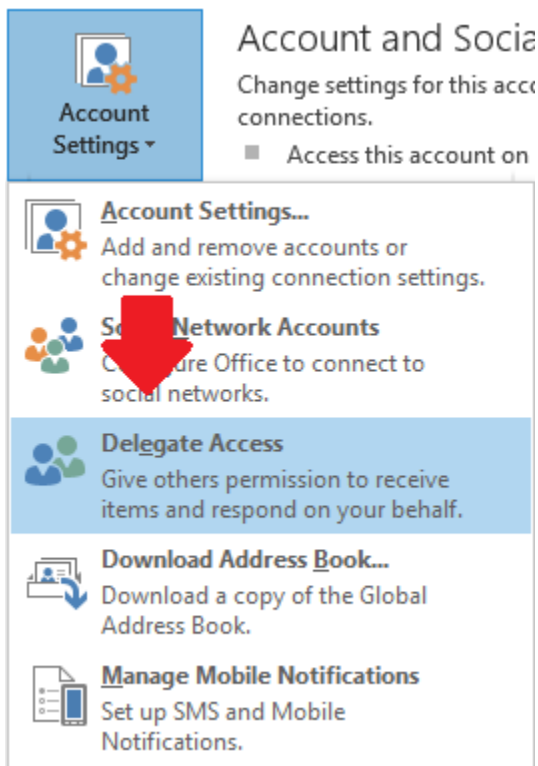
items.



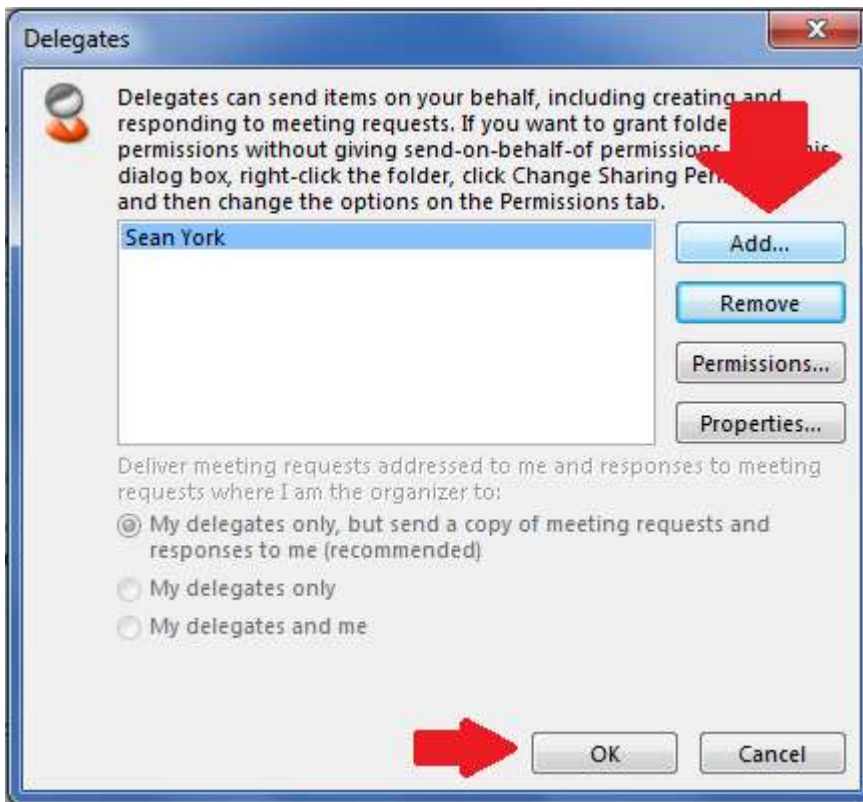
4) Next click file at the top right bringing you to the backstage view



5) While in the backstage click account settings and then Delegate access



6) From this window click add and then select the user from the address book and click ok

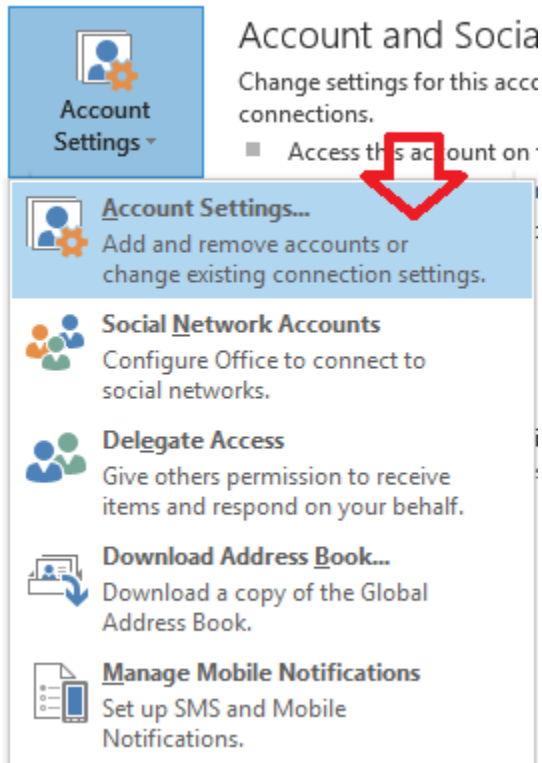


- 7) You will then get another permission window there are a couple of things to note here First is the types of access are slightly different, the easiest thing to remember is Editor is full access and below that you will have different degrees of access showing what kind of access it gives in the brackets. Select what permissions you wish the person to have and on what then click ok. You can also select to send the delegate a message summarizing their permissions.

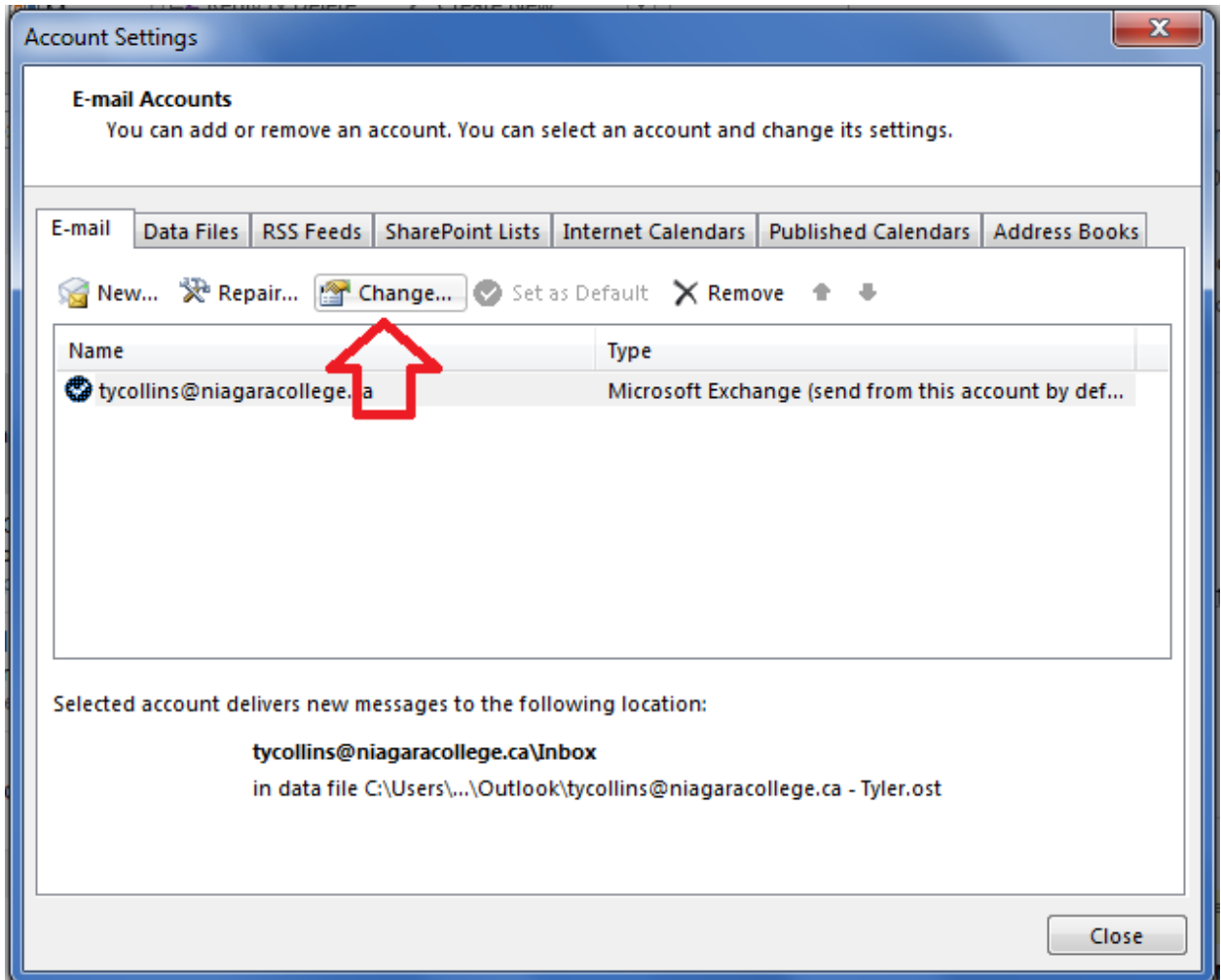


Adding a shared mailbox to your email

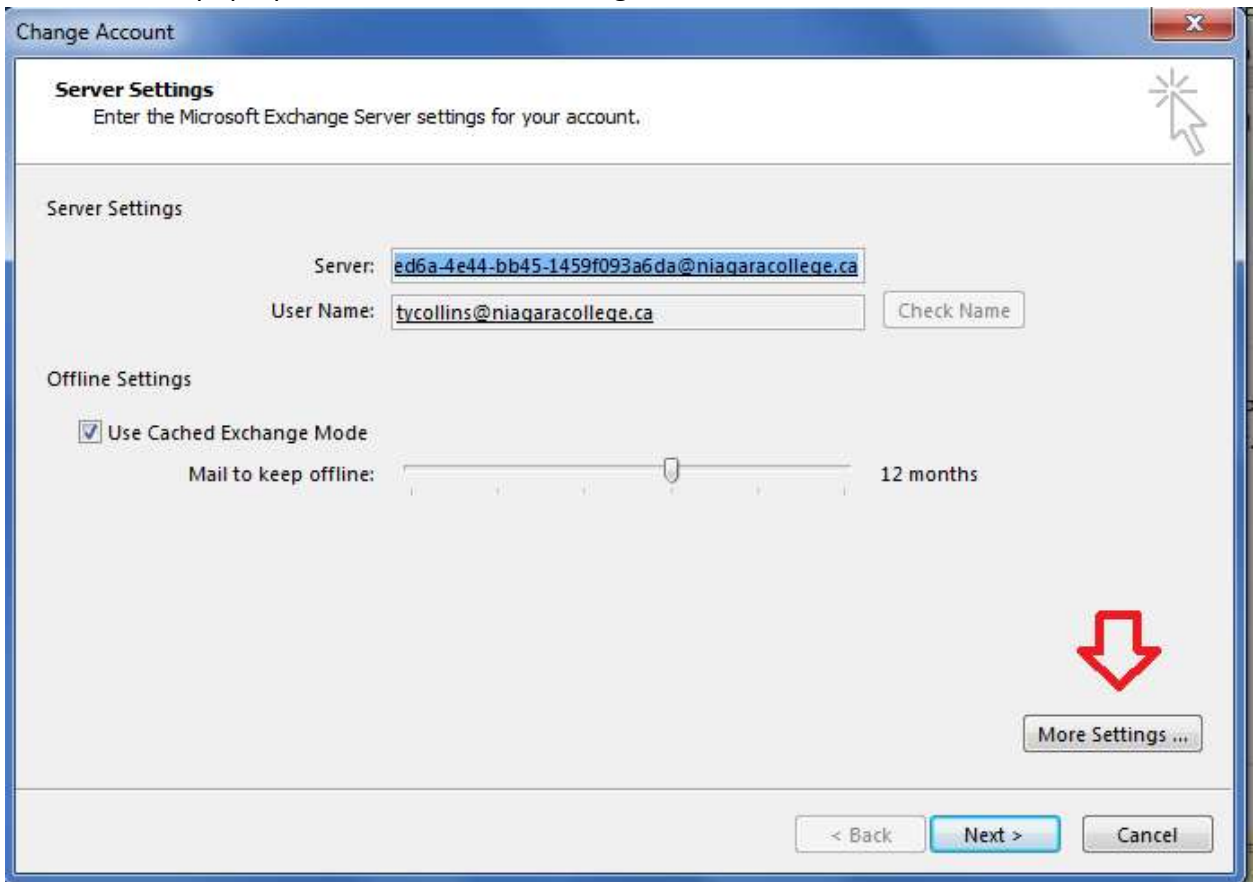
- 1) Click on File to go the backstage, from here click account settings and account settings again.



2) From this new menu select Change from the top



3) From the next pop-up menu select more settings



The screenshot shows a Windows-style dialog box titled "Change Account". The main heading is "Server Settings" with the instruction "Enter the Microsoft Exchange Server settings for your account." Below this, there are two input fields: "Server:" containing the text "ed6a-4e44-bb45-1459f093a6da@niagaracollege.ca" and "User Name:" containing "tycollins@niagaracollege.ca". A "Check Name" button is positioned to the right of the User Name field. Under the "Offline Settings" section, the checkbox "Use Cached Exchange Mode" is checked. Below it is a slider control for "Mail to keep offline:" which is currently set to "12 months". A red arrow points to a "More Settings ..." button in the bottom right corner. At the very bottom of the dialog are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

- 4) Next click on the advanced tab and click add and type in the FULL email address of the user you wish to add to your mailbox.

