

Cleveland State University



Information Services and Technology



Campus Deskmail

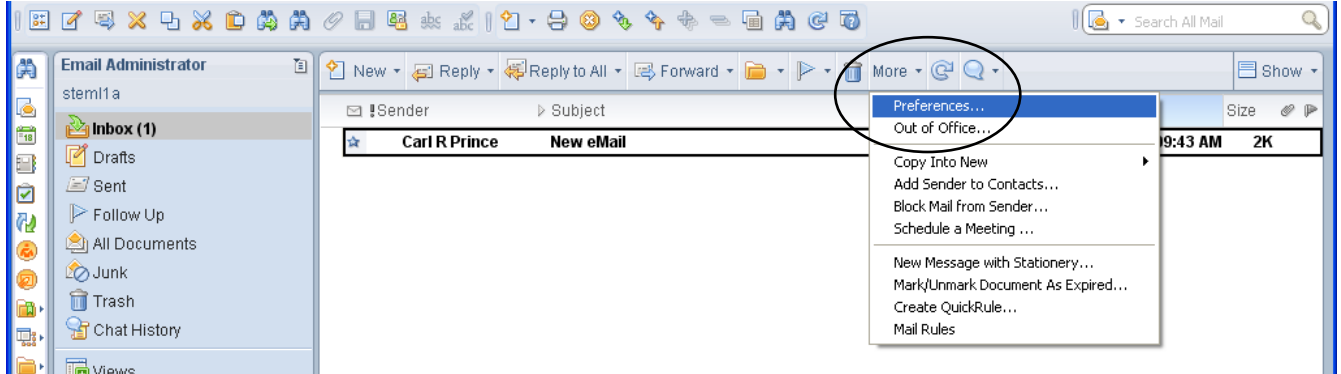
eMail Delegation

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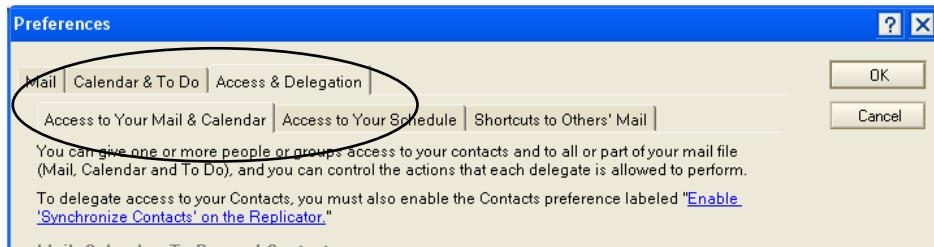
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Granting Access to your Mailbox / Calendar

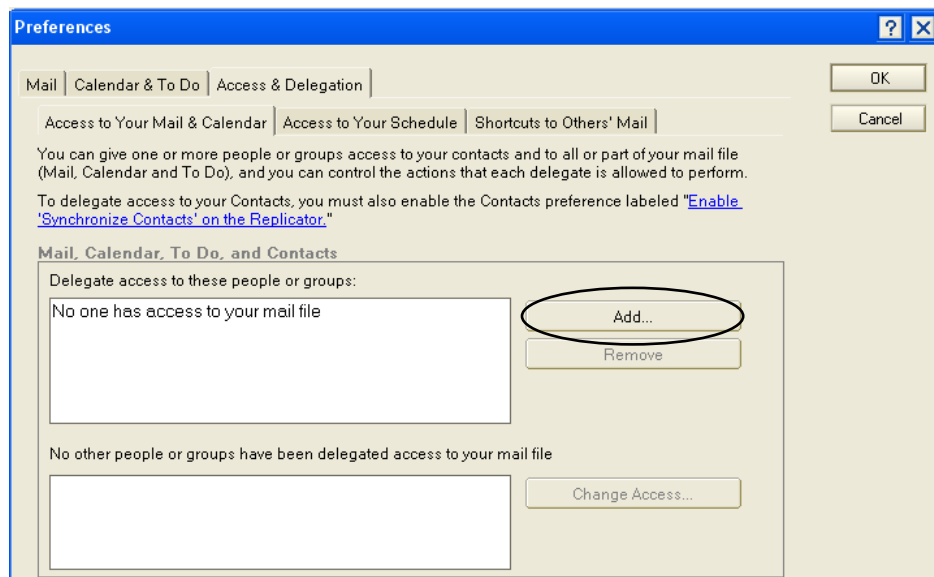
Open your mailbox, select 'More' and the 'Preferences'



On the Preferences window, select the 'Access & Delegation' tab and then the 'Access to Your Mail & Calendar' tab

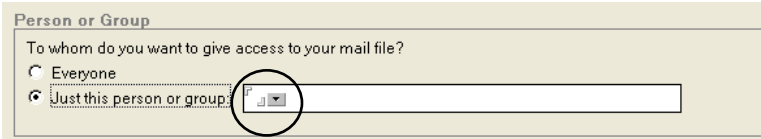


Select the 'Add' button

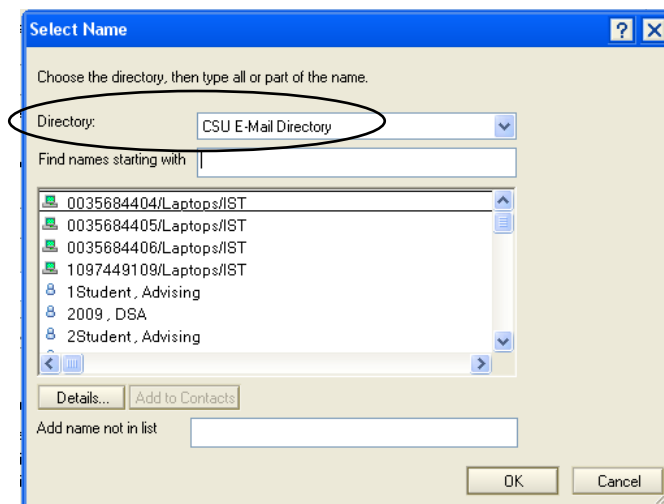


A new window will open; in it will be listed 4 steps.

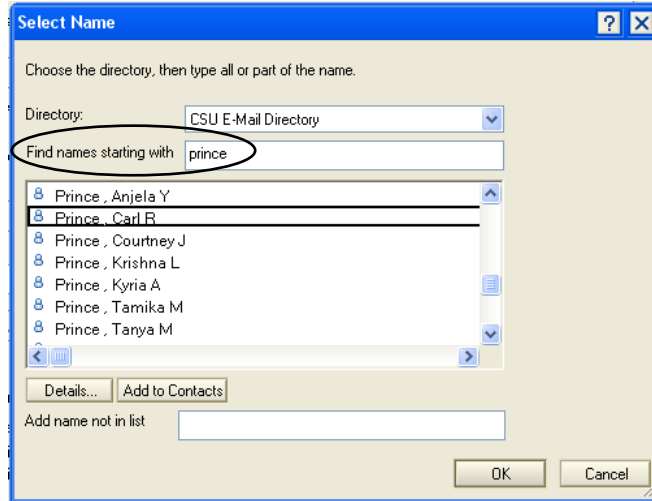
Step 1; Person or Group section: select the name of the person to be granted access. We recommend to leave the option 'Just this person or group' selected. Select the down arrow.



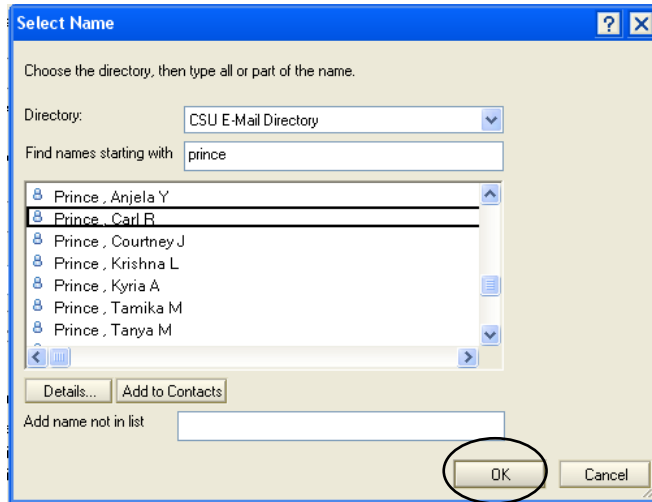
This will open the 'Select Name' window. Verify the 'Directory' field is pointing to the CSU E-Mail Directory.



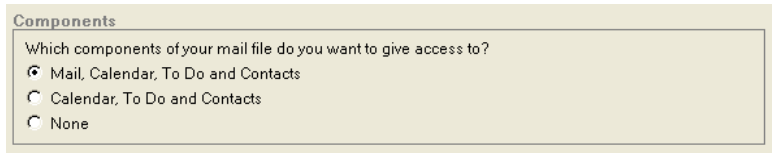
Enter the last name of the person to be granted access into the 'Find names starting with' field. The system will automatically search as the name is being entered.



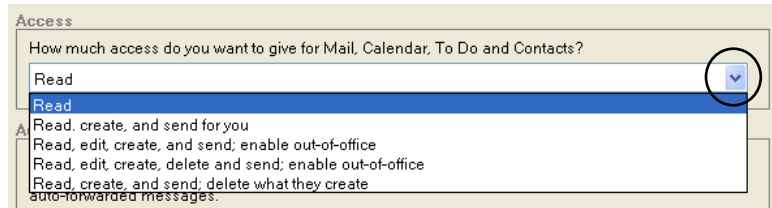
Select the person to be added, select the 'OK' button.



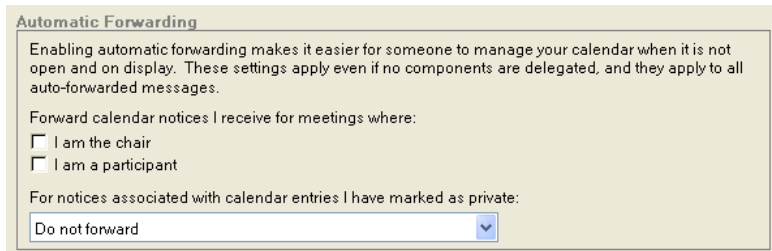
Step 2; Components section: select which parts of your account you want to grant access to



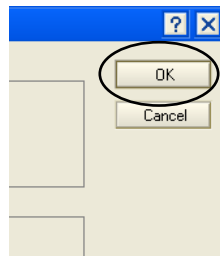
Step 3; Access section: define how much access you want to grant.



Step 4; Automatic Forwarding section: if wanted, set up automatic forwarding to this person for any calendar notices sent to you.



Select 'OK' to save. Repeat the above steps for each person to be granted access to your account.



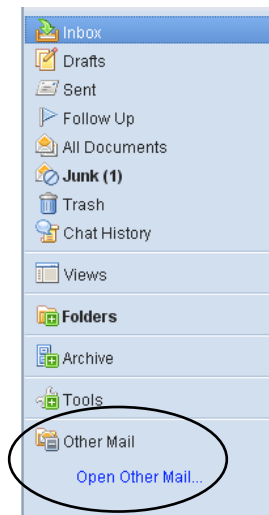
Access Other People's Mailboxes / Calendars

You can open someone else's Mailbox / Calendar *if they have delegated access to you* and then only to that part they granted access to and at the level they granted.

If you have at least read privileges, their mailbox will open.

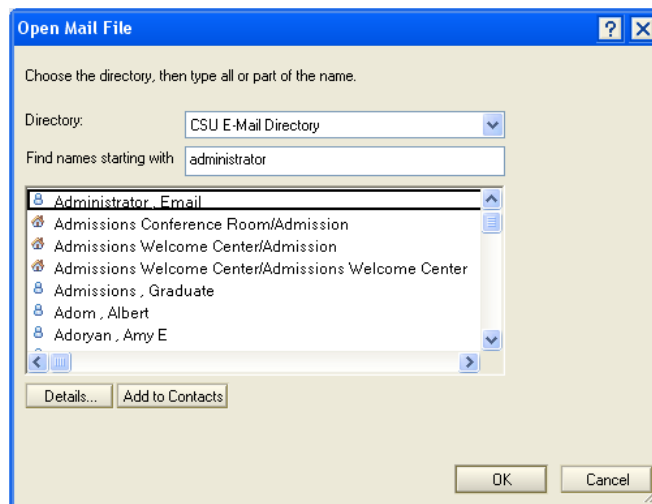
If this is a onetime event, when you are accessing the other person's mailbox, follow the steps below.

While in your Inbox on the left locate and expand 'Other Mail' then select 'Open Other Mail ...'



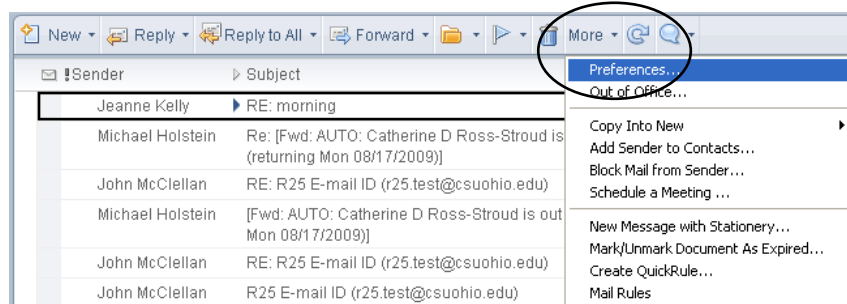
The Select Address screen will appear.

- 1) In the 'Directory' field select CSU E-Mail Directory.
- 2) In the 'Find names starting with' field enter the last name of the person whose mailbox you want access to and then select the Search button
- 3) A search will automatically occur while the name is being typed. Select the name from the search results.
- 4) Select the OK button. At this time the other person's mailbox will open. If it fails to open, or fails to provide you with the access you expected, contact the mailbox's owner and verify the delegation access level

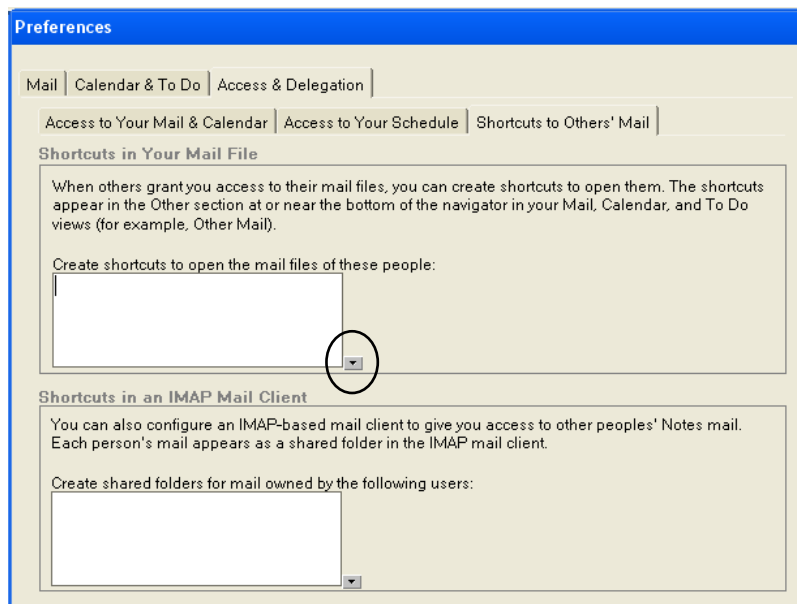


If you will be accessing the other person's mailbox on a regular basis, it will be more convenient to put a link in your mailbox that you can select to open the mailbox in the future. To create a link to the mailbox follow the steps listed below.

From your Inbox, select 'More' and then 'Preferences'

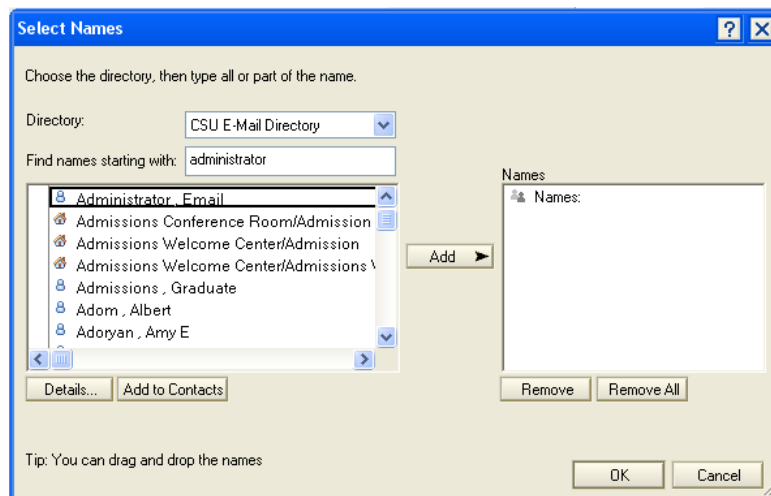


Select the 'Access & Delegation' tab and then the 'Shortcuts to Others' Mail' tab. Under the section titled "Shortcuts in Your Mail File", select the drop down arrow to open the directory.

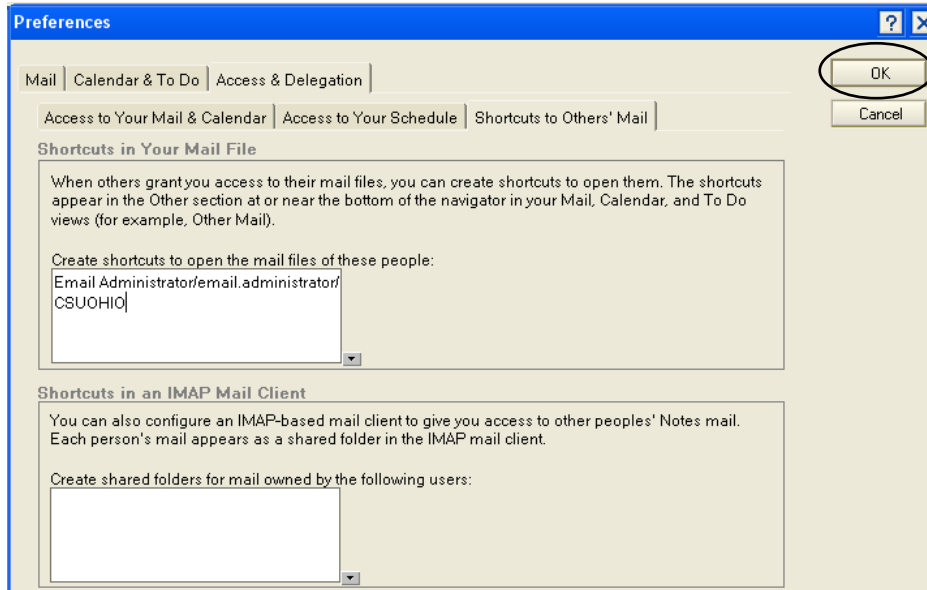


The 'Select Names' screen will appear.

- 1) In the 'Directory' field select CSU E-Mail Directory
- 2) In the 'Find names starting with' field enter the last name of the person whose mailbox you want access. A search will automatically occur while the name is being entered
- 3) Select the name from the search results, select the 'Add' button
- 4) Select the OK button to save

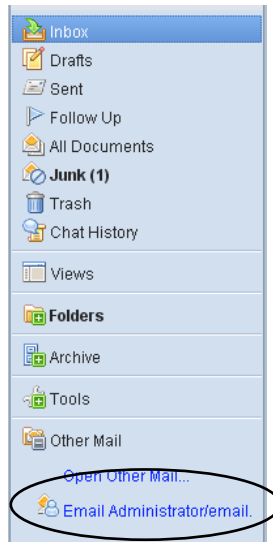


Select OK to save preference.



You will receive a notice to close and reopen your mailbox for the setting to take effect.

To access the link, expand 'Other Mail' and select the name of the mailbox to open.



To add additional links, simply repeat the steps listed above for each mailbox to access.