

Cleveland State University



Information Services and Technology



Campus Webmail

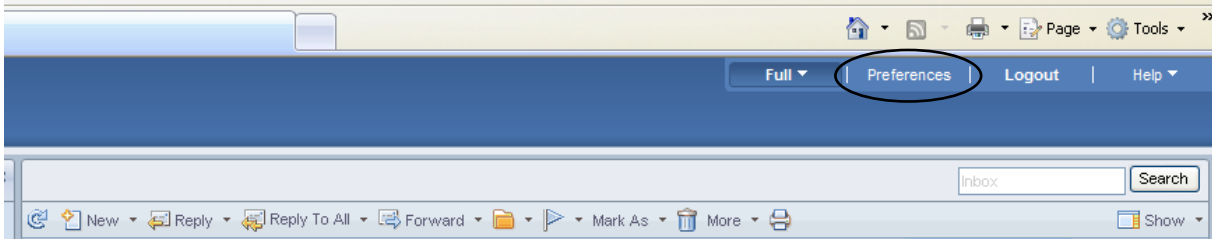
Email Delegation

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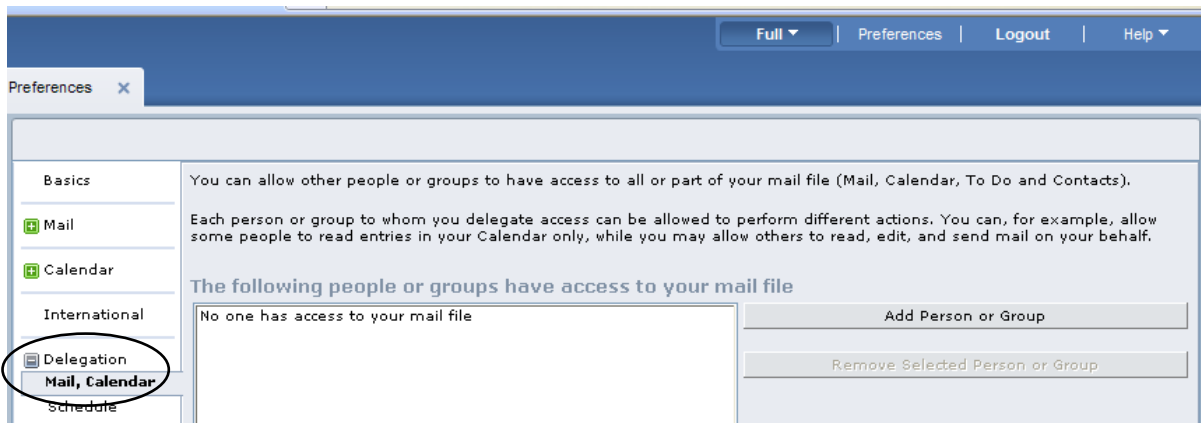
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Granting Access to your Mailbox / Calendar

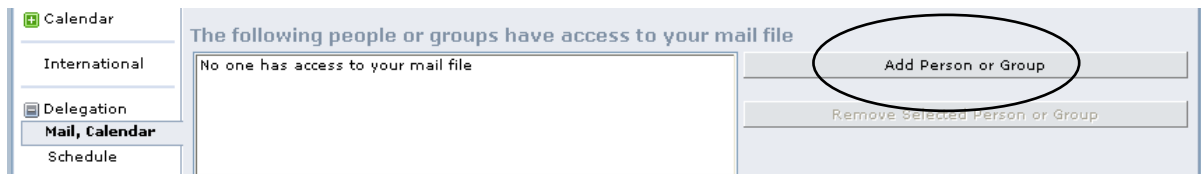
Open your mailbox, and select 'Preferences'



On the Preferences window, expand Delegation and then select 'Mail, Calendar'

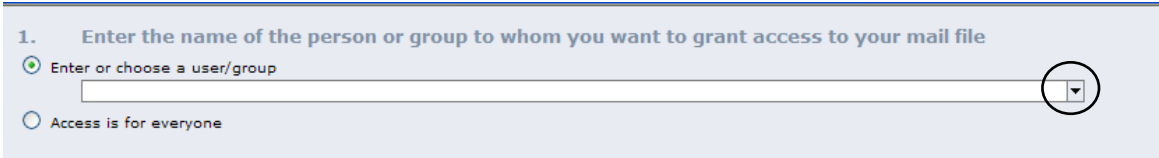


Select 'Add Person or Group'

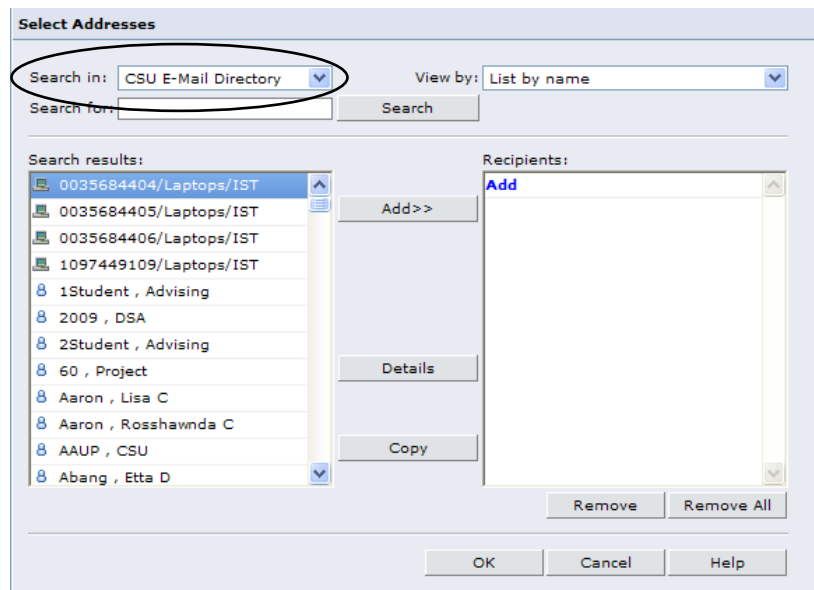


A new window will open; in it will be listed 4 steps.

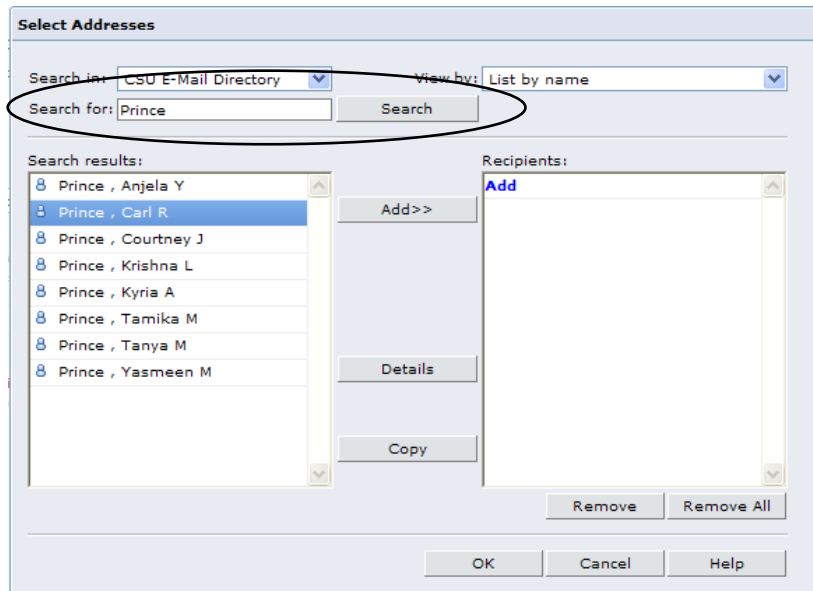
Step 1; select the name of the person to be granted access. We recommend to leave the option 'Enter or choose a user/group' selected. Select the down arrow.



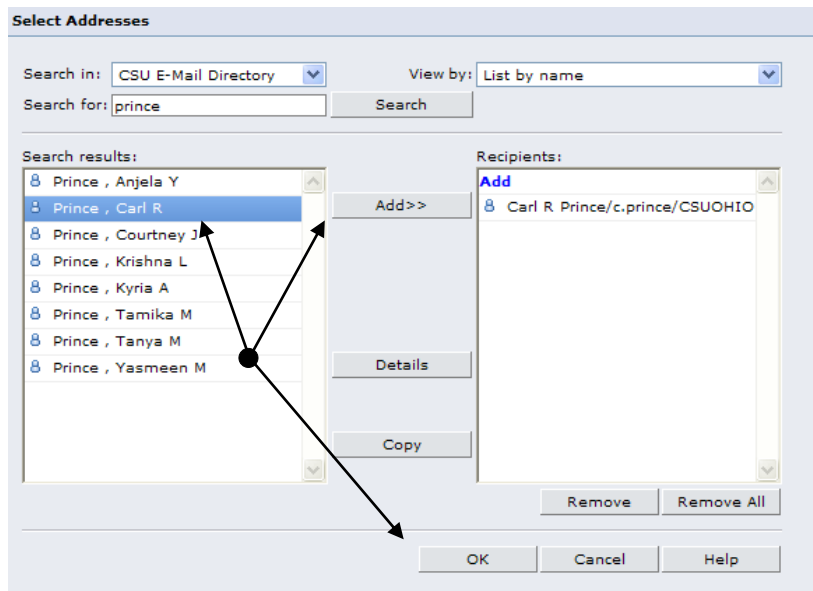
This will open the 'Select Addresses' window. Verify the 'Search In' field is pointing to CSU E-Mail Directory.



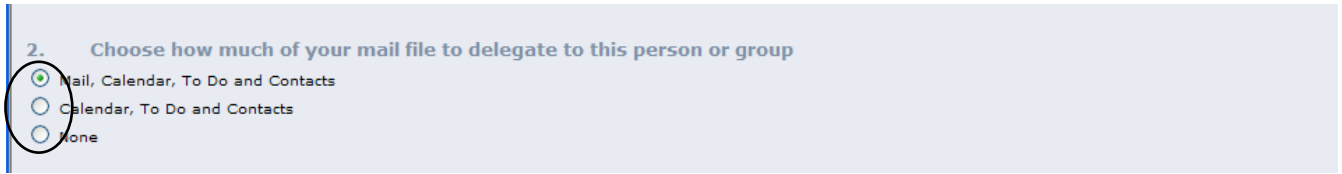
Enter the last name of the person to be granted access into the 'Search for' field and select the Search button.



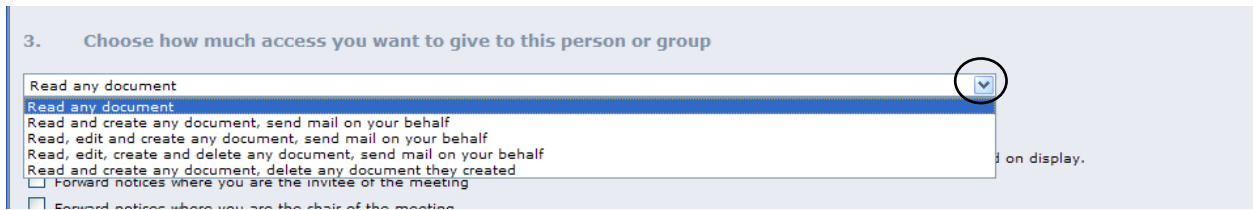
Select the person to be added, select the 'Add >>' button, and then OK.



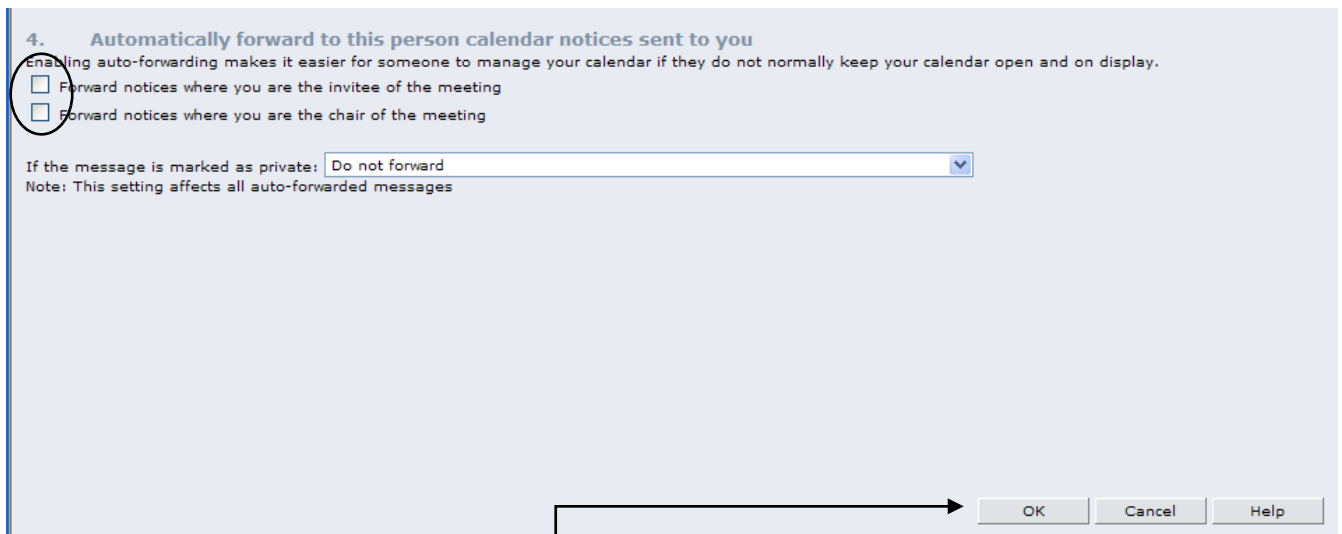
Step 2; select which parts of your account you want to grant access to



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



Step 4; 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.

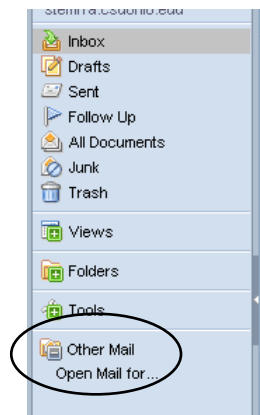
Access Other People's Mailboxes / Calendars

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.

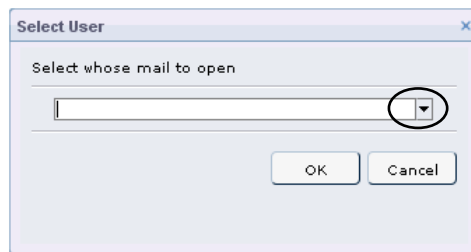
If you have at least read privileges, their mailbox will open.

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 Mail for ...'

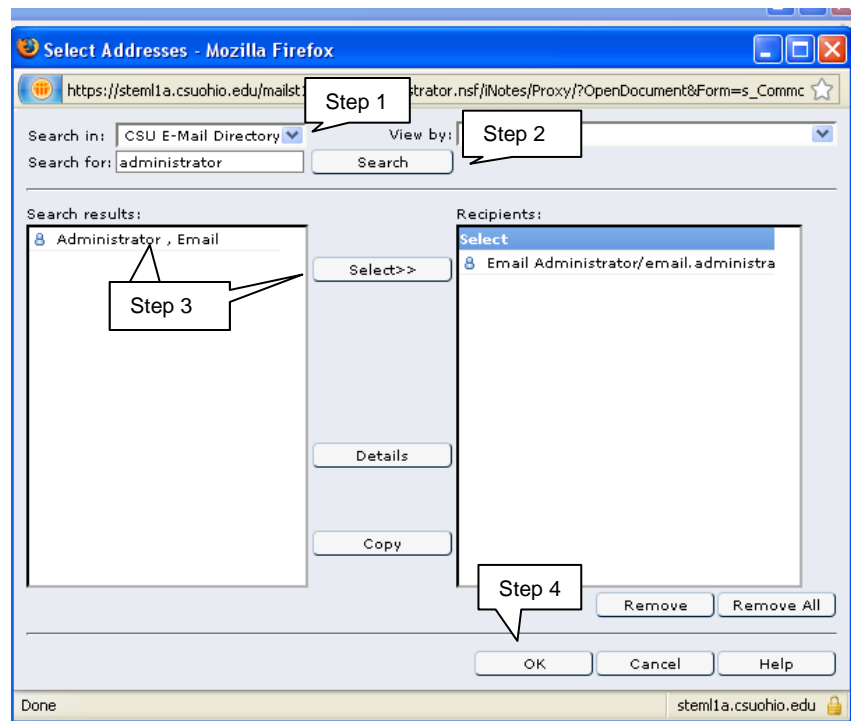


Select the arrow on the Select User screen



The Select Address screen will appear.

- 1) In the 'Search in' field select CSU E-Mail Directory.
- 2) In the 'Search for' field enter the last name of the person whose mailbox you want access to and then select the Search button
- 3) Select the name from the search results, select the Select button
- 4) Select the OK button to save, and then select OK on the Select User screen.

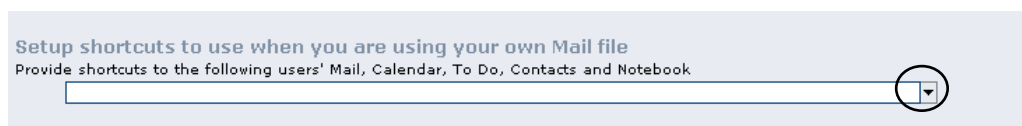


If you will be accessing the other person's mailbox on a regular basis, it will be more convenient to put a link in your mailbox that you can select to open the mailbox in the future. To create a link to the mailbox follow the steps listed below.

From your Inbox, select 'Preferences', expand 'Delegation' and select 'Shortcuts'

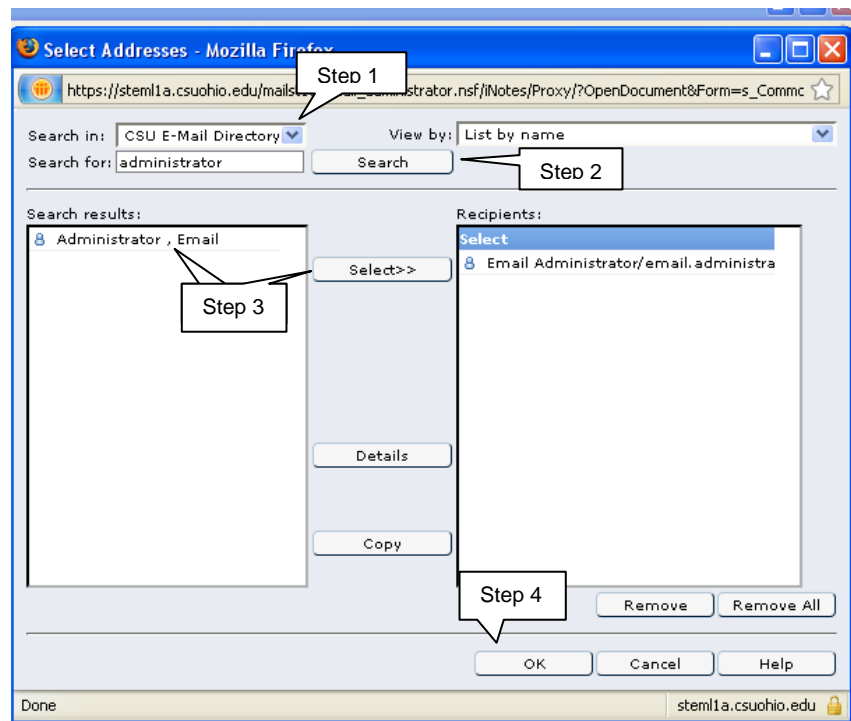


Select the arrow under 'Setup shortcuts to use when you are using your own Mail file'

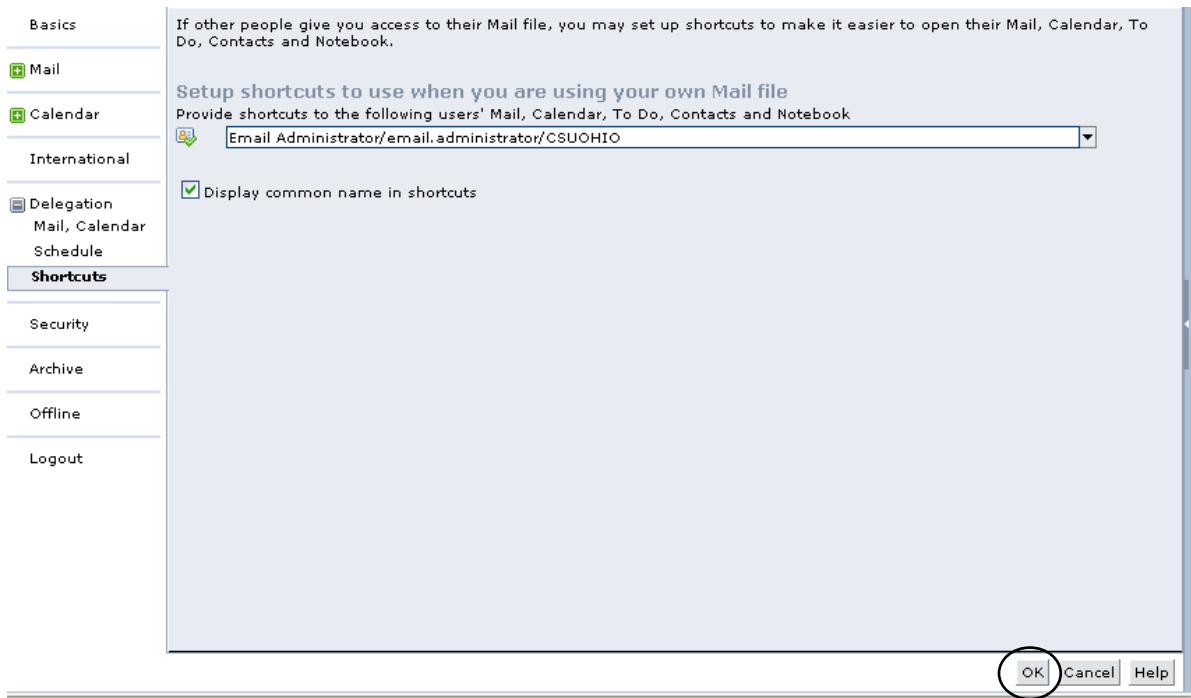


The Select Address screen will appear.

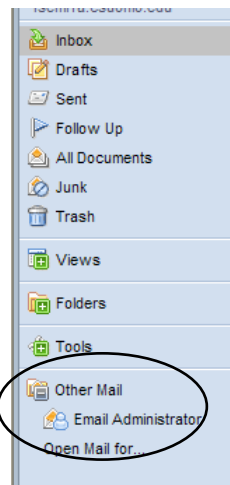
- 1) In the 'Search in' field select CSU E-Mail Directory.
- 2) In the 'Search for' field enter the last name of the person whose mailbox you want access to and then select the Search button
- 3) Select the name from the search results, select the Select button
- 4) Select the OK button to save



Select OK to save preference.



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.