

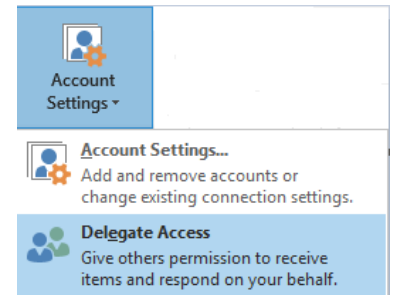


Email/Calendar Delegate Access Review

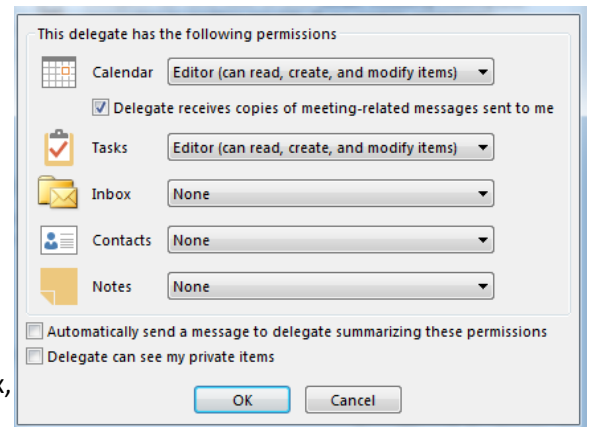
It is important to periodically review the permissions within your Augusta University Email account to identify access granted to other accounts which may no longer be needed. These permissions may be reviewed by following the instructions below.

As the person granting permission, you determine the level of access that the delegate has to your folders. You can grant a delegate permission to read items in your folders or to read, create, change, and delete items. By default, when you add a delegate, the delegate has full access to your Calendar and Tasks folders. The delegate can also respond to meeting requests on your behalf.

1. Click the **File** tab.
2. Click **Account Settings**, and then click **Delegate Access**.
3. Accounts which are given access to your account will be listed in this dialog.
4. Select an account, then click Permissions to see current permissions.
5. In the **Delegate Permissions** dialog box, check the permissions the user has been given to the account.



- If a delegate needs permission to work only with meeting requests and responses, the default permission settings, such as **Delegate receives copies of meeting-related messages sent to me**, are sufficient. Meeting requests and responses will go directly to the delegate's Inbox.
- By default, the delegate is granted **Editor (can read, create, and modify items)** permission to your **Calendar** folder. When the delegate responds to a meeting on your behalf, it is automatically added to your **Calendar** folder.
- Permissions levels can be set on the Calendar, Tasks, Inbox, Contacts, and Notes.



6. To send a message to notify the delegate of the changed permissions, select the **Automatically send a message to delegate summarizing these permissions** check box.
7. If you want, select the **Delegate can see my private items** check box. This setting affects all Exchange folders. This includes all Mail, Contacts, Calendar, Tasks, Notes, and Journal folders. There is no way to grant access to private items in only specified folders.
8. Click **OK**.

ATTENTION: Checking access to E-Mail folders: Only complete this step to **check permissions to specific folders** (in addition to calendar).

- a. Right-click a folder of your Exchange mailbox, and click Properties, then Permissions.
- b. Select the name of the delegate to see permissions set on the folder
- c. Click Remove for any account that should no longer have access.
- d. Click **OK** when complete.

