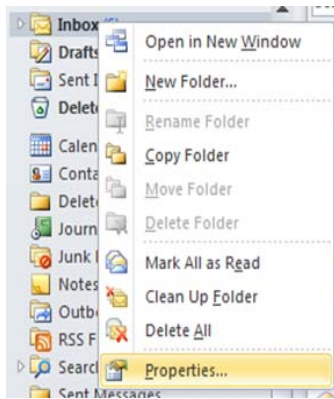


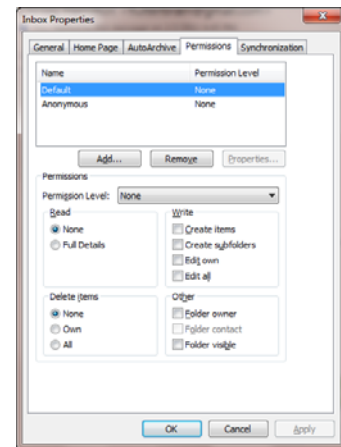


## How to Add/Remove E-mail Permissions with Another User

### Sharing Permissions



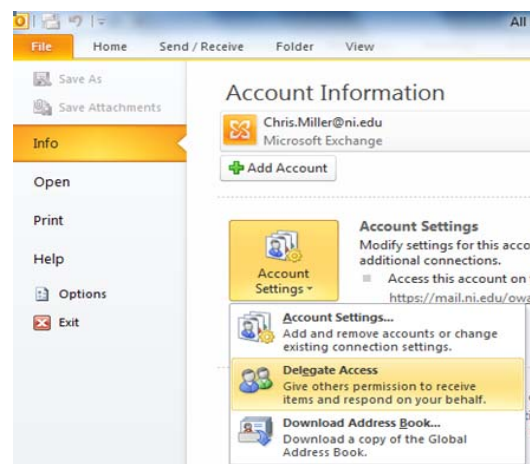
1. Open Microsoft Outlook.
2. In the left-hand pane, right-click on your **Inbox** folder.
3. Select **Properties** from the dropdown menu.
4. In the **Properties** box that appears, select the **Permissions** tab.
5. Under **Permissions**, click the **Add** button.
6. The **Add Users** box will come up where you may select the name of the user you want to share permissions with. Select his or her name, click **Add** at the bottom, and then click **OK**.



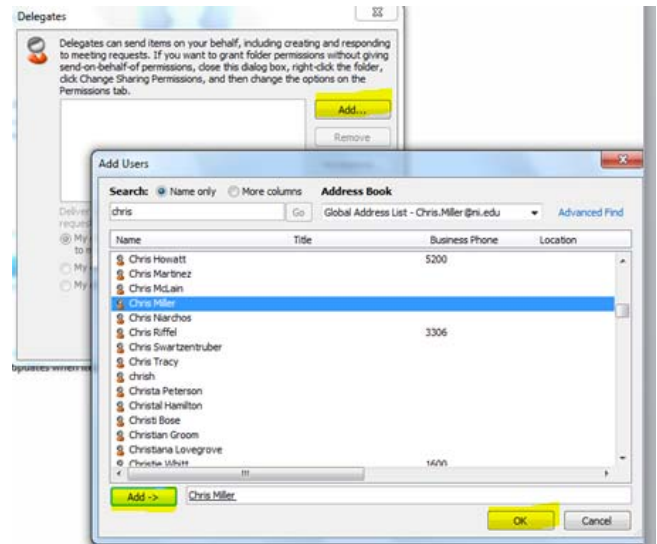
7. With the name highlighted, go to the **Permission Level** dropdown menu and select the level of authority you would like the user to have (i.e. Reviewer, Author, or Editor).
8. Once you have finished selecting the permission level, click **Apply** and then **OK** (You may remove permissions by highlighting the name and clicking **Remove**, **Apply**, then **OK**.)

### Sharing Permissions – Allowing Another User to Send Items “On Your Behalf”

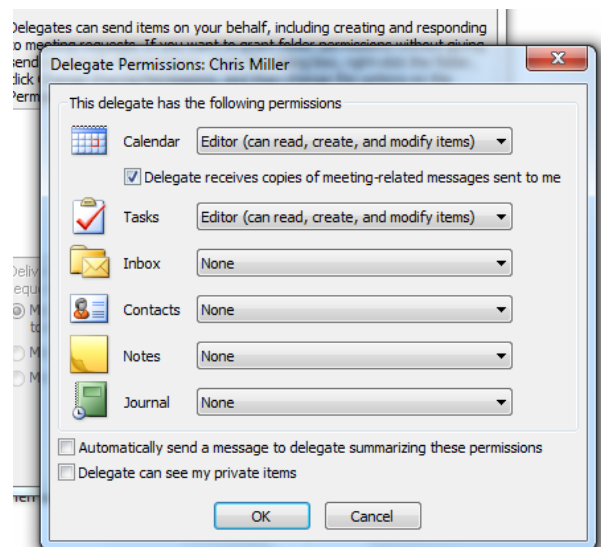
1. Open Microsoft Outlook.
2. Go to **File > Info > Account Settings**.
3. Select **Delegate Access** from the dropdown menu.



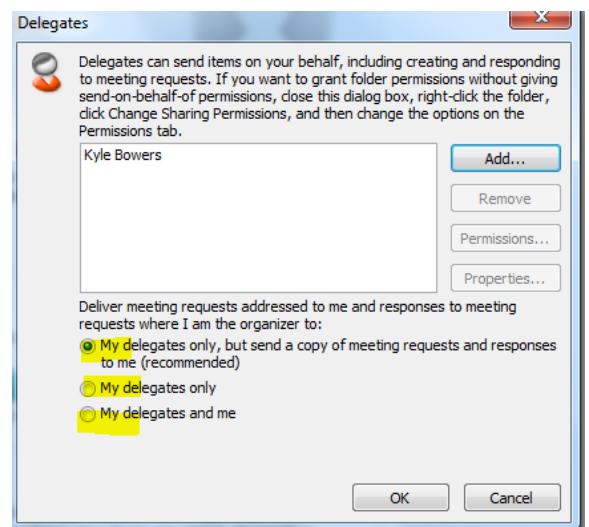
4. Click the **Add** button. This will launch an **Add User** window where you may select a specific user to share permissions with.
5. Highlight the user and click the **Add** button to place the user name within the bottom field.
6. Click **OK**.



7. Select the various choices and permission levels that you wish to delegate.
8. Select any applicable boxes that may apply.
9. Select **OK**.

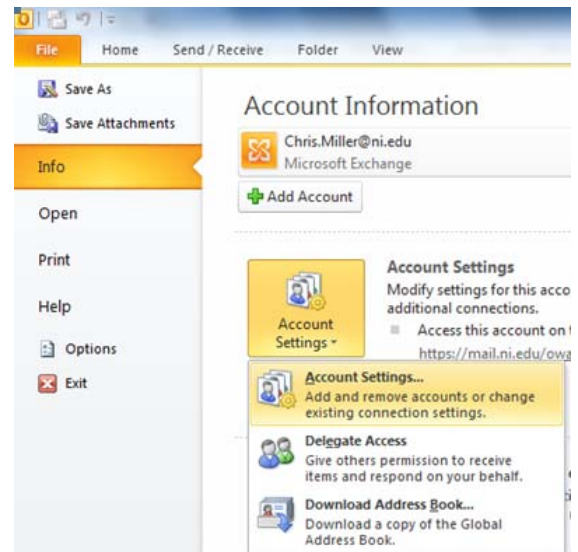


10. Select any of the highlighted choices that may apply.
11. Click **OK**.

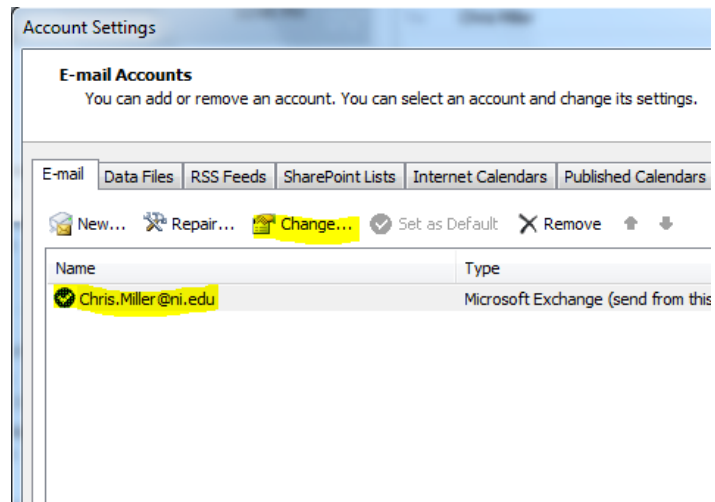


## Getting Permissions (Other User):

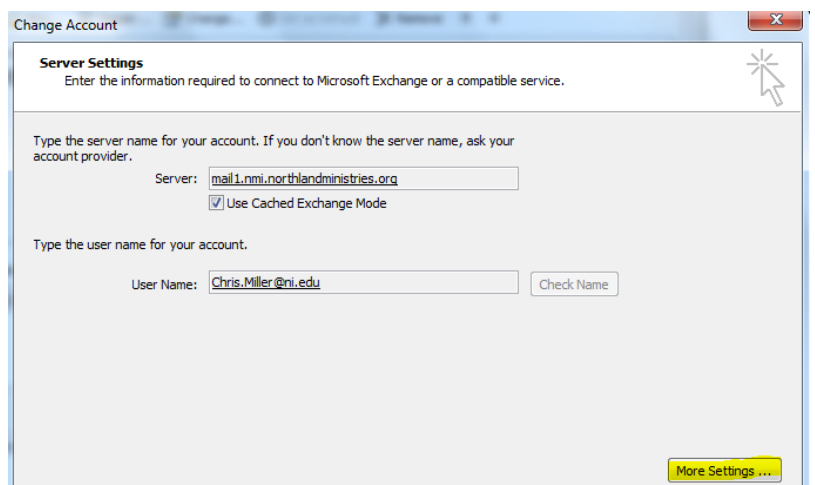
1. Once permissions have been given to you by another user, you must add the permissions that the user has given to your account.
2. Go to **File > Info > Account Settings**.
3. Select the **Account Settings** button from the dropdown menu.



4. Click on your e-mail account, and then click the **Change** button.



5. Click on **More Settings**.



6. Go to the **Advanced** tab and click **Add**.
7. Type in the username of the person who has shared their account with you.
8. Finish by clicking **OK**, **Apply**, and **OK**.
9. Now you should see the other user's account.

