

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

ALLOWING OTHERS TO READ YOUR EMAIL (DELEGATION)

Purpose

This handout describes how to allow someone else to read your Email (this is commonly referred to as delegation).

When should this occur?

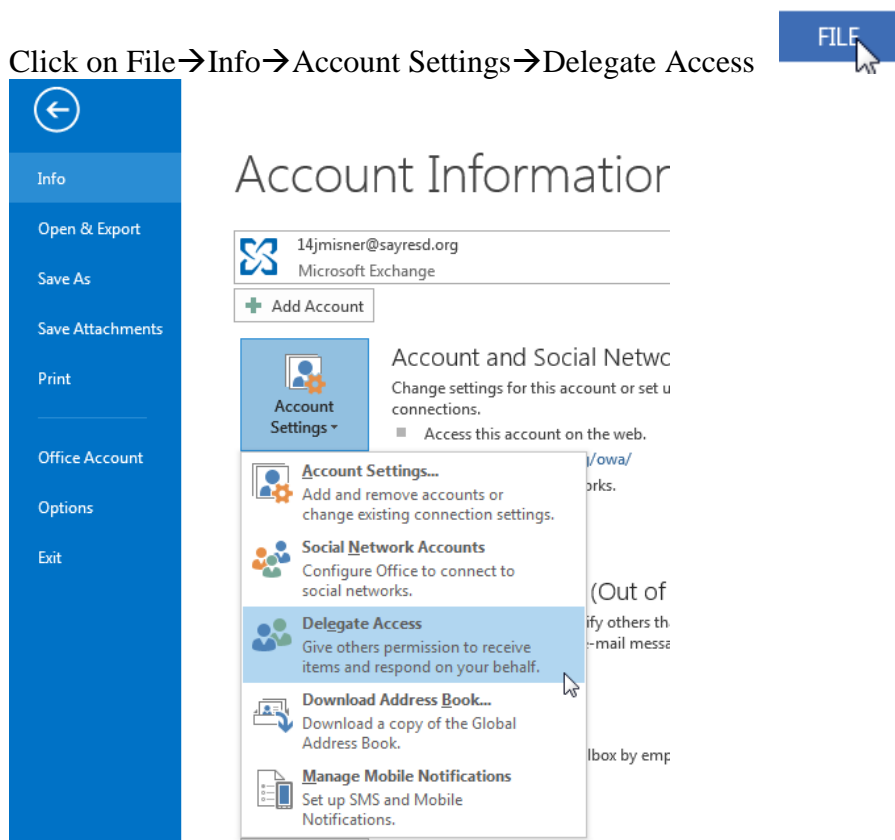
This is the user's decision and normally this occurs when a person needs to help review or manage an administrator's mailbox when that person is not at work.

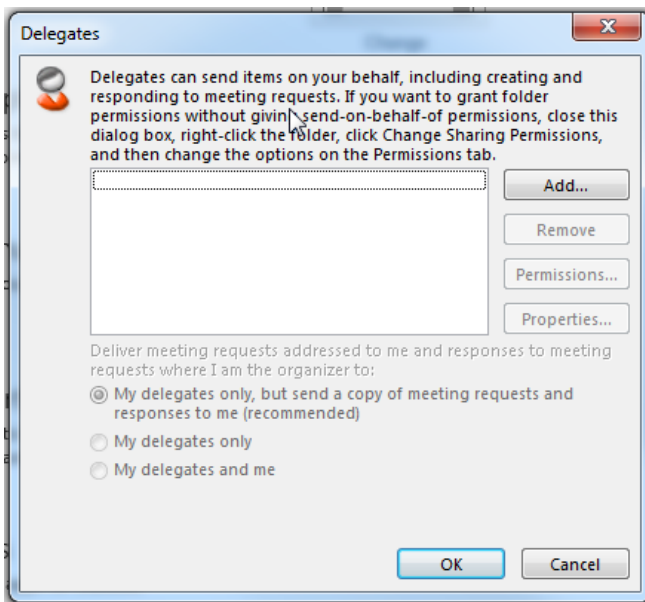
Please note that if a person is on the road and needs to check their email, they can do so from any PC that is connected to the Internet by just going to www.sayresd.org and clicking on the Email link.

How do I allow someone else access to my email?

Start up MS Outlook 2010 on your PC.

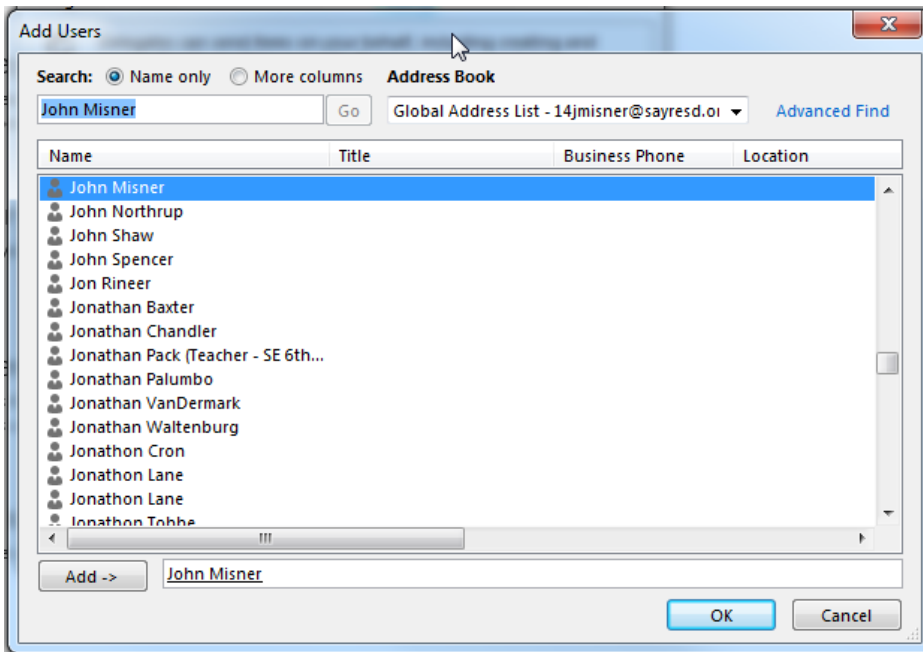
Click on File→Info→Account Settings→Delegate Access



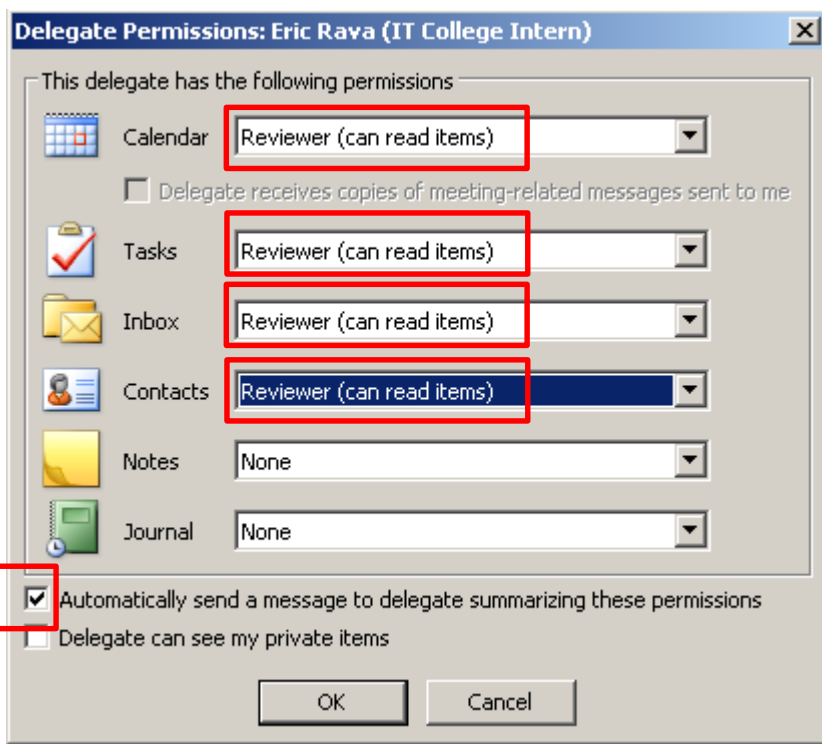


Click on the Add button

Select the desired person that you wish to have access to your email – see example below:



Click on OK

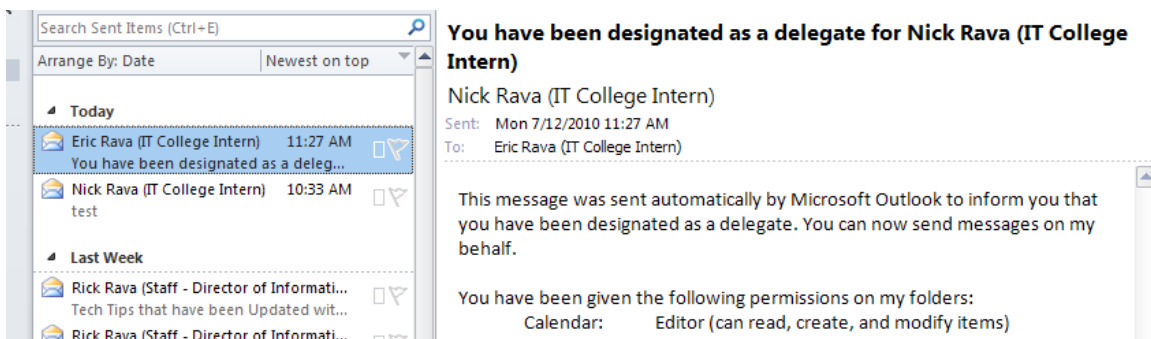


Next, I would recommend using the above security settings – these settings allow the person to read but not change or edit any of your email / calendar entries.

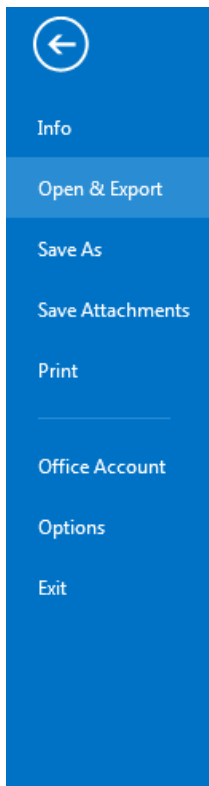
Make sure that you have the check mark above (this sends an email to the person and instructs them how to use this feature)

Click on OK

Now the person being allowed access will receive the following email:



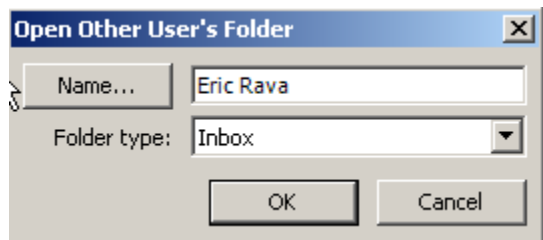
This person (who received the email) should do the following: Click on File – then click on Open – Other User’s Folder



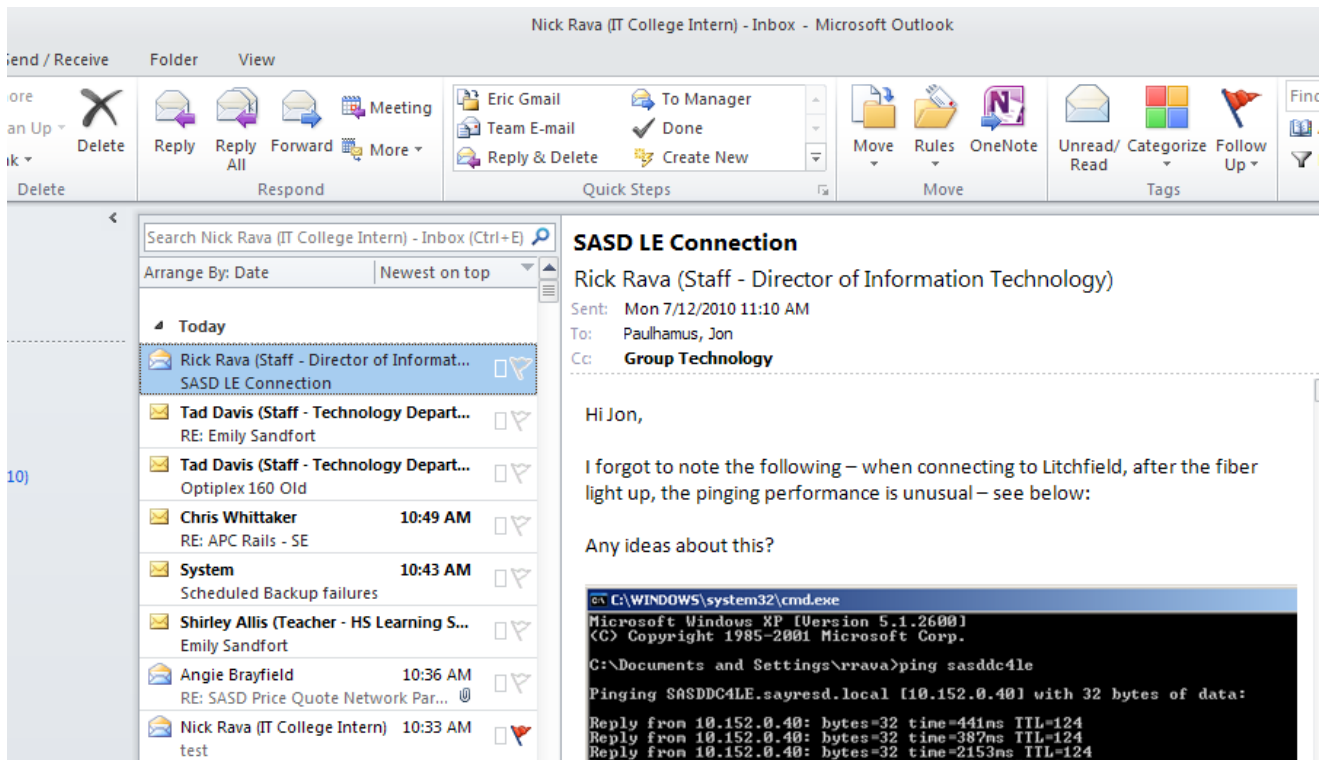
Open

- Open Calendar**
Open a calendar file in Outlook (.ics, .vcs).
- Open Outlook Data File**
Open an Outlook data file (.pst).
- Import/Export**
Import or export files and settings.
- Other User's Folder**
Open a folder shared by another user.

Other User's Folder
Open a folder shared by another user.



Select / enter the person's name



You now have that user's mailbox open

To get back to your mailbox – just click on your Inbox

