



## Title:

### Configuring Delegate Access in Office 365

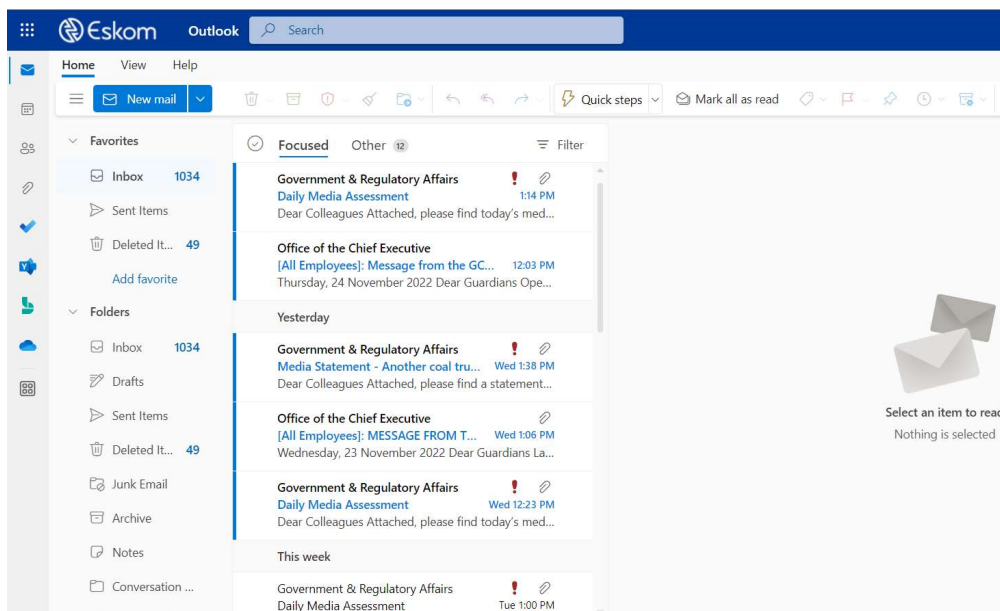
## Summary/ Intro:

This guide will assist anyone with sharing their inbox folder to anyone in the same organization. In this guide you will also learn how to access a shared inbox.

## Steps:

### Step 1

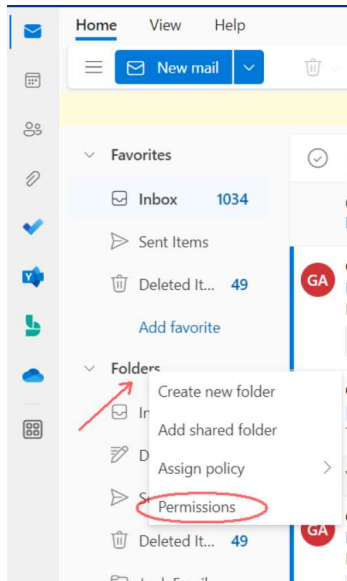
Open outlook web <https://outlook.office.com/mail/>





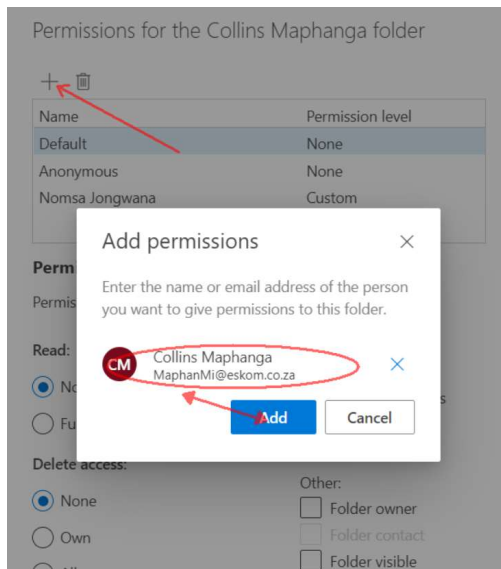
## Step 2

Right click Folders then choose Permissions



## Step 3

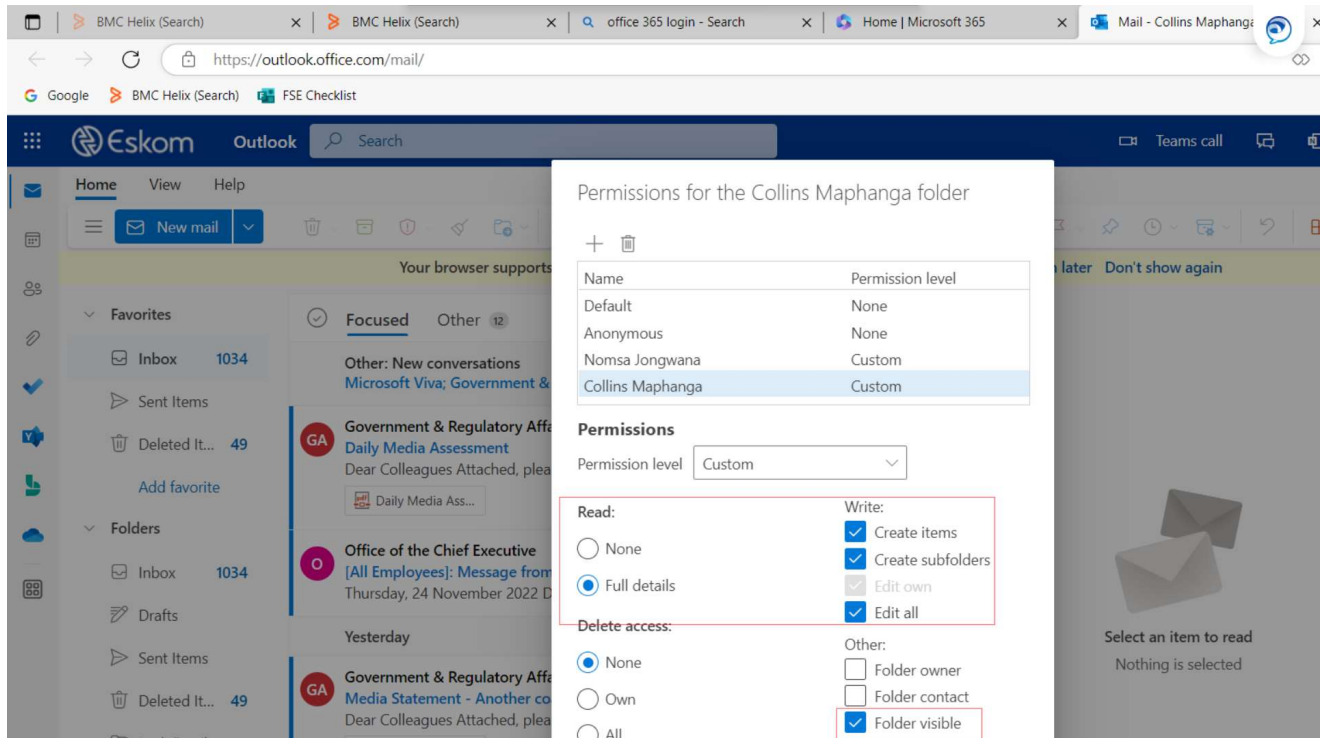
Click the plus sign then enter the email address you share your inbox to, then click add





## Step 4

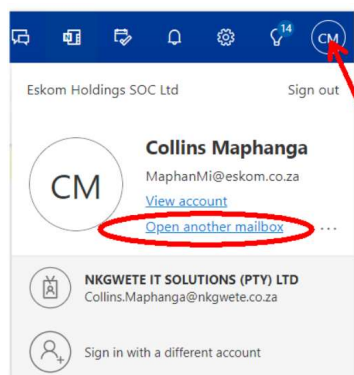
Select full details under Read, choose what write permissions you would like to give. Make sure folder visible is also selected under delegate access then click ok.



## How to open Shared folder (Inbox)

### Step 1

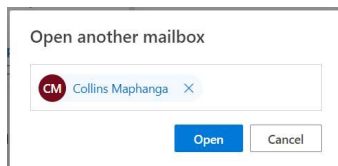
At top right corner click on a circle with your initials, click open another mailbox





## Step 2

Enter the name/email address of the person who gave you access to their inbox then click open. Wait for the emails to download.



### **Conclusion (Optional):**

Please take note, it is best to do this configurations on Office 365 outlook web.

### **References (Optional):**

<https://www.microsoft.com/en-us/microsoft-365/blog/2013/09/04/configuring-delegate-access-in-outlook-web-app/>

### **Created By:**

Credit goes to.. Collins Maphanga