M365MailboxFolderPermsChange Readme

Overview

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[Starting PS1 called from CMD]
--------------------------------------------------------------------------
M365MailboxFolderPermsChange.ps1        Computer: ▓▓ ▓▓ ▓▓▓▓▓    PSver:5

Bulk actions in O365


XML: O365_Password.xml
CSV: M365MailboxFolderPermsChange.csv (7 entries)

IdentityFrom            IdentityTo Folder    Permission ApplyEvenIfDelegate
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▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓    DEFAULT    Calendar  Reviewer   FALSE
                        DEFAULT    Calendar  Reviewer   FALSE
                        DEFAULT    Calendar  Reviewer   FALSE
                        DEFAULT    Calendar  Reviewer   FALSE
                        DEFAULT    Calendar  Reviewer   FALSE
                        DEFAULT    Calendar  Reviewer   FALSE
                        DEFAULT    Calendar  Reviewer   FALSE


--------------------------------------------------------------------------
Press <Enter> to continue: |
```

Applies permission changes to Outlook folders (Calendar and Contacts folders) to give someone access.
Can change the *default* permissions of the calendar from free/busy (AvailabilityOnly) to more details (*LimitedDetails*).

See also

For delegates: see M365DelegateCalendarAdd.ps1
Delegates have the additional ability to book meetings on behalf of the person. A calendar editor should probably be a delegate. It implies SendAs or SendOnBehalf permission.

For full permissions: see M365MailboxFullAccess.ps1
Full permission is essentially same as Shared Mailbox access without the ability to SendAs.

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CSV columns

Column	Contents
IdentityFrom	Mailbox giving access. Email or Display name. Can be mail-enabled security group.
IdentityTo	Mailbox getting access. Email or Display name DEFAULT for Calendar default - to whole company
Folder	Can be one of: *Contacts, Calendar, Tasks*
Permission	See tables below

Permission tables

Commonly Used	Will give all these
Editor	CreateItems, DeleteAllItems, DeleteOwnedItems, EditAllItems, EditOwnedItems, FolderVisible, ReadItems
None	FolderVisible
Owner	CreateItems, CreateSubfolders, DeleteAllItems, DeleteOwnedItems, EditAllItems, EditOwnedItems, FolderContact, FolderOwner, FolderVisible, ReadItems
Reviewer	FolderVisible, ReadItems

Less common	Will give all these
Author	CreateItems, DeleteOwnedItems, EditOwnedItems, FolderVisible, ReadItems
Contributor	CreateItems, FolderVisible
NonEditingAuthor	CreateItems, FolderVisible, ReadItems PublishingEditor: CreateItems, CreateSubfolders, DeleteAllItems, DeleteOwnedItems, EditAllItems, EditOwnedItems, FolderVisible, ReadItems
PublishingAuthor	CreateItems, CreateSubfolders, DeleteOwnedItems, EditOwnedItems, FolderVisible, ReadItems

Only for calendar folders	Will give all these
AvailabilityOnly	View only availability data (This is the DEFAULT for calendar)
LimitedDetails	View availability data with subject and location. Does NOT expose items marked as *private*.

Advanced Use Notes

The program can adjust any named folder. But, other than for calendar and contacts it's not that useful since Outlook doesn't have a built-in way to 'get to' the other folders of another person's mailbox. Eg if there are 2 contact folders or 2 calendars.

One workaround is to give user non-inherting access to the 'root' of the mailbox:

Source mailbox:

Root > Permissions > View only access (mailbox permissions aren't pushed to subfolders - however, NEW folders will inheret permissions)

Then give permissions to the subfolder you need.

Delegate mailbox:

Account Properties > Advanced (tab) > Advanced (button) > Add other mailbox

This only works in Outlook for Windows

[end of document]