Task 1: Mailbox Delegation

Objective: To create a new user and delegate specific mailbox permissions to different group members, then validate mail flow from each delegated permission.

Instructions:

1. Create a user profile for 'Andre Onana'.
2. Post-creation, navigate through the Exchange admin to delegate distinct mailbox permissions to different members of your group. The permissions to be conferred are:
   - Send as
   - Send on Behalf
   - Full Mail Access
3. Subsequently, orchestrate a mail flow examination from each group member under the delegated permissions for 'Andre Onana'.
4. Provide screenshots of this process.

Implementation Steps

1. Create a user profile for 'Andre Onana'.

   Steps:

   Access the Microsoft 365 Admin Centre: I log in to the Microsoft 365 portal with an administrative account.

   Navigate to Users: From the left-hand navigation pane, I selected "Users," then "Active users."

   Add a User: I clicked on the "Add a user" button, which typically initiates a wizard for creating new user accounts.

   Enter User Details: In the user creation wizard, I filled in the required information for 'Andre Onana', including their first name, last name, display name, and username. This screenshot below specifically shows the "Set up the basics" section where these details are entered, along with the automatically generated username and domain.
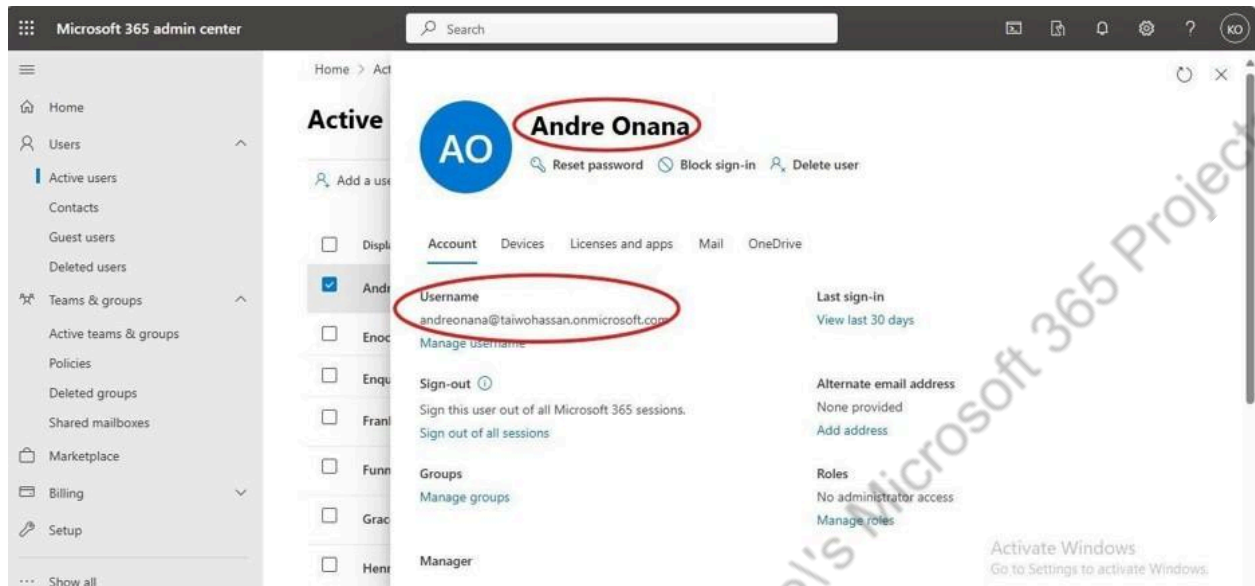
Screenshot of Andre Onana created as a user

2. Post-creation, navigate through the Exchange admin to delegate distinct mailbox permissions to different members of your group. The permissions to be conferred are:
   a. Send as
   b. Send on Behalf
   c. Full Mail Access

a. "Send as" Permission

Step 1: Group members are being added as "Send as" delegates for Andre Onana

Access the Exchange Admin Centre (EAC): I log in to the Microsoft 365 portal, then navigate to the Exchange Admin Centre.

Locate the User Mailbox: In the EAC, go to "Recipients" > "Mailboxes," and then search for and select 'Andre Onana's' mailbox.

Access Mailbox Delegation Settings: Once 'Andre Onana's' mailbox is selected, I navigated to the "Delegation" section within the mailbox properties.

Add "Send as" Permission: Under the "Send as" section, I clicked on "Edit" or "Add members." A new pane or window would appear, allowing me to search for and select the specific group members (e.g., "Funmi Awotunde," "Kolawole Oladapo," "Oje Egwaoje," "Johnson Oji") to whom I want to grant "Send as" permission.

Save Changes: After adding the desired members, I clicked "Save" or "Done" to apply the changes, leading to the display shown in the screenshot below.
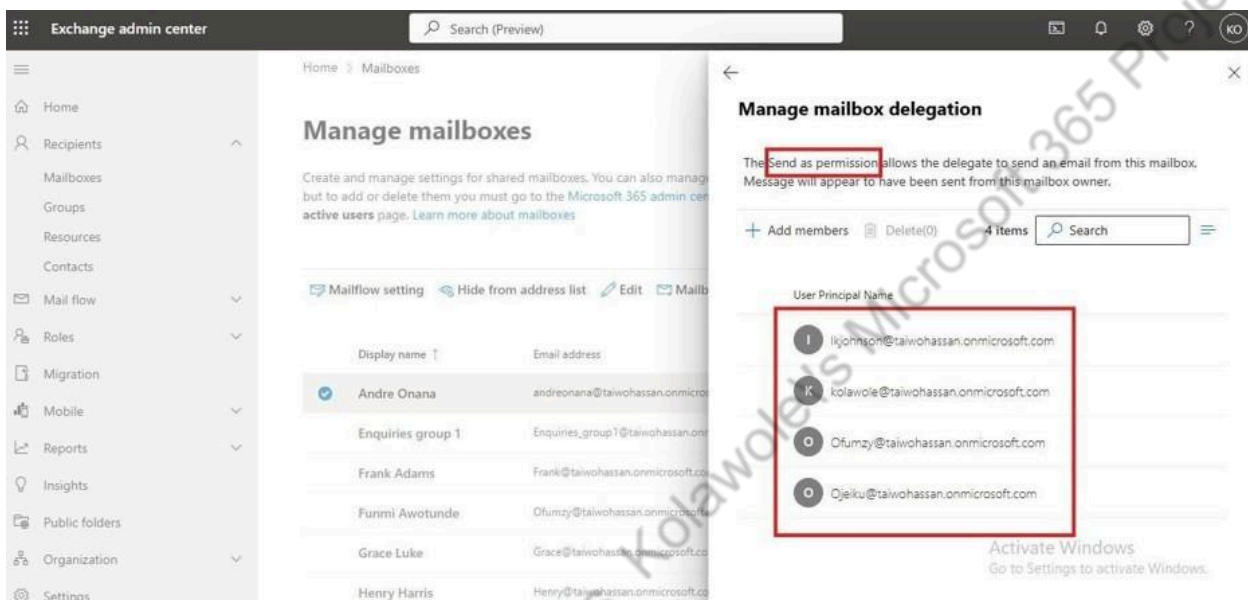
Group members added as delegates for Andre Onana, "Send as Permission"

Step 2: The configuration of "Send as" permission for 'Andre Onana' within 'Kolawole's' Outlook account

Open Outlook Client/Web App: As 'Kolawole', I opened my Outlook on the web.

Start a New Email: I initiate a new email message.

Access "From" Field Options: To change the "From" address, I typically click on the "From" field, which might initially show my email address. If the "From" field is not visible, I might need to enable it via the "Options" or "Show Fields" menu within the new email window.

Select "Other E-mail Address...": From the dropdown menu that appears when clicking the "From" field, I selected "Other E-mail Address...".

Type or Select 'Andre Onana's' Email Address: In the subsequent dialog box, I typed Andre Onana's email address (or select it from the directory if it's already cached) and click "OK". This action configures the email to be sent *as* Andre Onana.
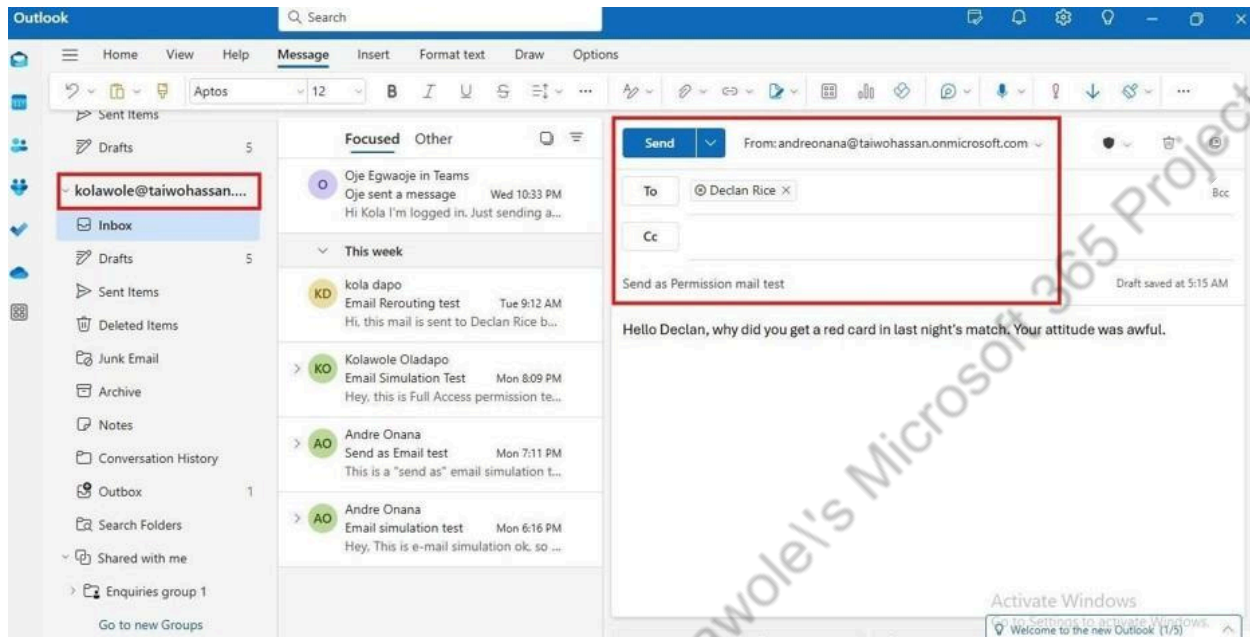
Screenshot of Configured 'Send as Permission' for Andre Onana in Kolawole's Outlook Account

**Step 3:** An email successfully sent *as* Andre Onana by Kolawole to Declan Rice.

Compose New Email (as Andre Onana): Following the previous step, I opened a new email in Outlook and configured the "From" address to be Andre Onana's.

Add Recipient: I then entered "Declan Rice" (declanrice@mideolaniyan.onmicrosoft.com) in the "To" field.

Add Subject and Body: A subject ("'Send As' Permission" mail test) and a brief message ("Hello Declan, your attitude was awful in last night's match and the red card was uncalled for").

Send the Email: I clicked the "Send" button.

Verify in Sent Items: The screenshot below shows the email within Kolawole's "Sent Items" folder, confirming that the email was successfully dispatched, appearing as if it originated from Andre Onana.
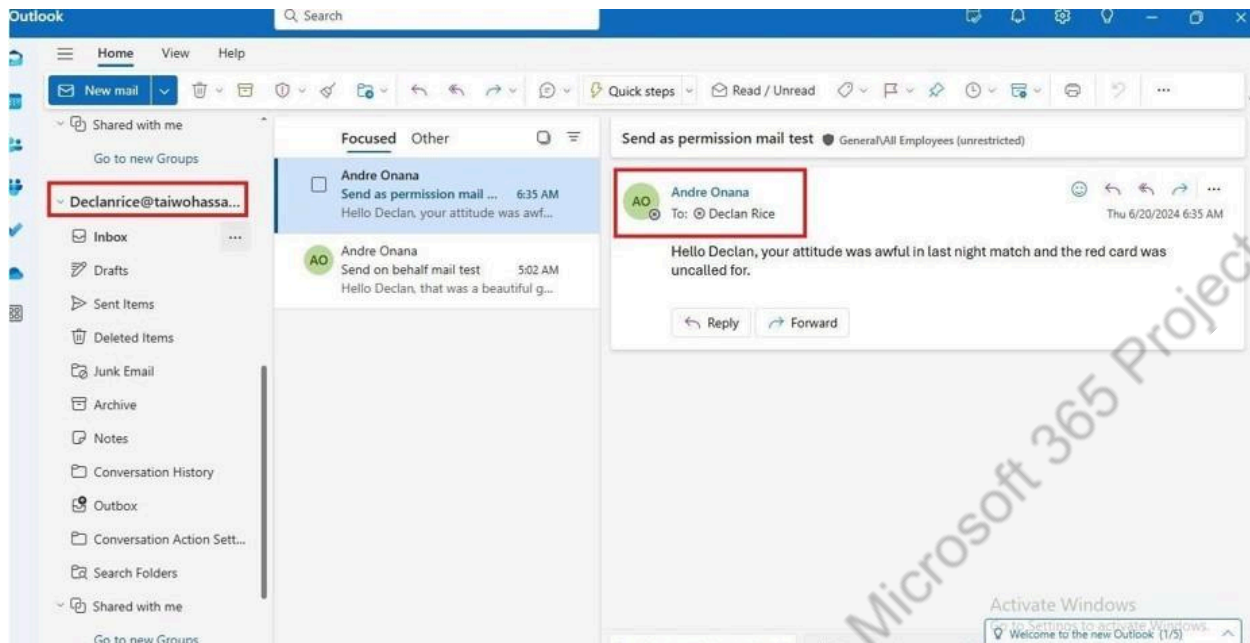
Screenshot showing Kolawole Sent mail as Andre Onana to Declan Rice

b. "Send on behalf" Permission

**Step 1:** Displays group members being added as "Send on Behalf" delegates for Andre Onana.

Access the Exchange Admin Centre (EAC): Log in to the Microsoft 365 portal with appropriate administrative credentials, then navigate to the Exchange admin centre.

Locate the User Mailbox: In the EAC, navigate to "Recipients" > "Mailboxes," and then search for and select 'Andre Onana's' mailbox.

Access Mailbox Delegation Settings: Within 'Andre Onana's' mailbox properties, locate and select the "Delegation" section.

Add "Send on Behalf" Permission: Under the "Send on Behalf" section, click on "Edit" or "Add members." A new pane or window would appear, allowing you to search for and select the specific group members (e.g., "Funmi Awotunde," "Kolawole Oladapo," "Johnson Arji") to whom you want to grant "Send on Behalf" permission.

Save Changes: After adding the desired members, you would click "Save" or "Done" to apply these delegation changes, resulting in the configuration shown in the screenshot below.
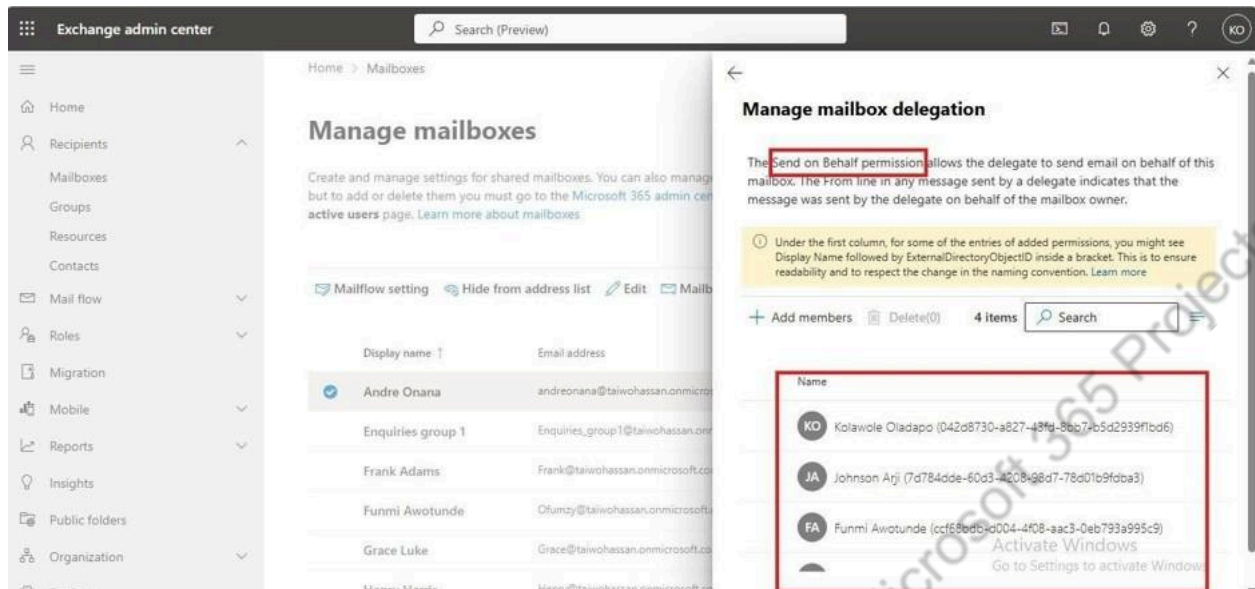
Screenshot of members added as delegates for Andre Onana, "Send on Behalf permission"

Step 2: demonstrating the configuration of "Send on Behalf" permission for 'Andre Onana' within my (Kolawole's) Outlook account.

Opened Outlook Client/Web App: I opened my Outlook desktop client or accessed Outlook on the web.

Started a New Email: I initiated a new email message.

Accessed "From" Field Options: I clicked on the "From" field. Since "Send on Behalf" is distinct from "Send as," this option allows selection of an alternate sending identity.

Selected "Other E-mail Address..." or Typed in From Field: From the dropdown menu, I selected "Other E-mail Address...". Alternatively, in some Outlook versions, one can directly type the email address into the "From" field.

Typed or Selected 'Andre Onana's' Email Address: In the subsequent dialog box, I typed 'Andre Onana's' email address (andreonana@mideolaniyan.onmicrosoft.com). This action configures the email to be sent "on behalf of" Andre Onana, as indicated in the "From" line.
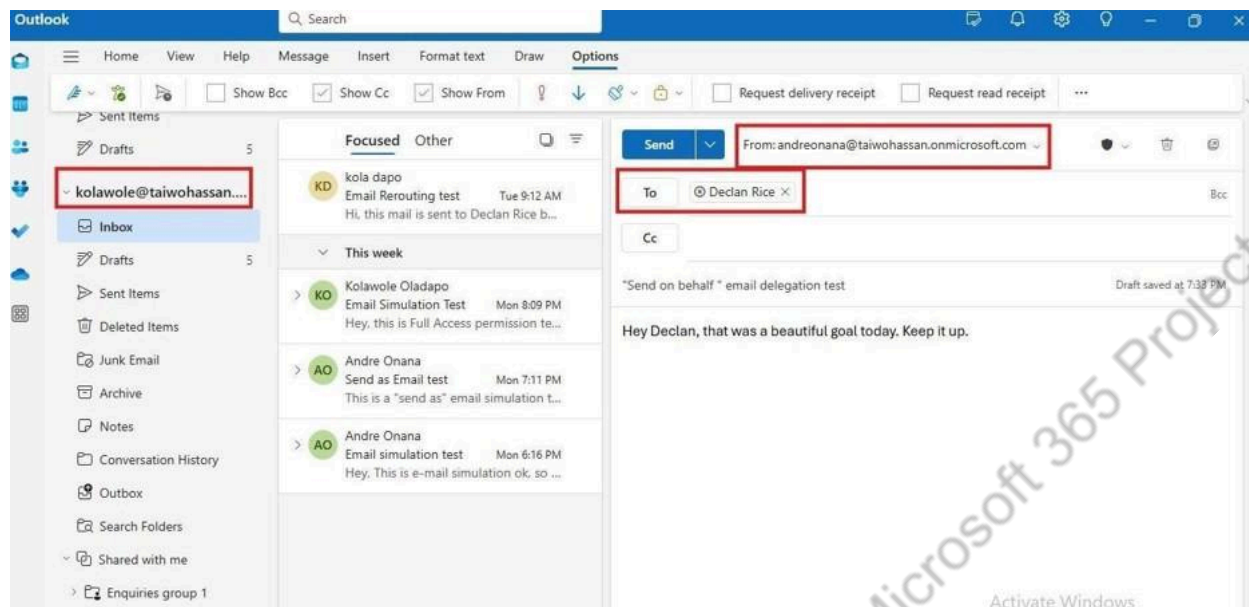
Configuring Send on Behalf Permission for Andre Onana in Kolawole Outlook Account

Step 3: An email was successfully sent *on behalf of* Andre Onana by me (Kolawole) to Declan Rice.

Composed New Email (on behalf of Andre Onana): I opened a new email in Outlook and, after setting the "From" field to show Andre Onana, proceeded to compose the message.

Added Recipient: I entered "Declan Rice" (declanrice@mideolaniyan.onmicrosoft.com) in the "To" field.

Added Subject and Body: I included a subject ("Testing 'Send on Behalf' Permission") and a message body ("Hello Declan, that was a beautiful goal you scored last night, keep it up.") in the email.

Sent the Email: I clicked the "Send" button to dispatch the email.

Verified in Sent Items: The screenshot shows the email within my "Sent Items" folder, confirming that the email was successfully sent. The "From" line indicates that the email was sent by "Kolawole Oladapo on behalf of Andre Onana," validating the "Send on Behalf" permission as shown in the Screenshot below.
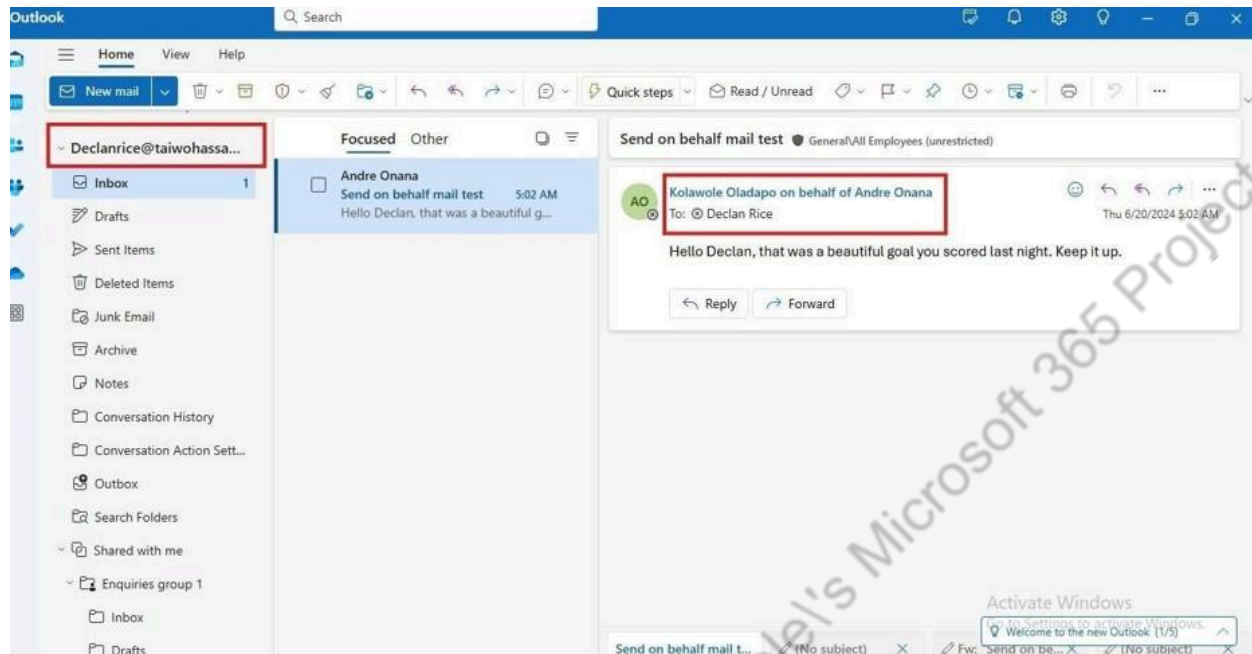
Screenshot showing Kolawole sent mail on behalf of Andre Onana to Declan Rice

c. Full Mail Access

Step 1: displays group members being added with "Full Access" permission to Andre Onana's mailbox.

Access the Exchange Admin Centre (EAC): I logged in to the Microsoft 365 portal with administrative credentials and navigated to the Exchange admin center.

Locate the User Mailbox: In the EAC, I went to "Recipients" > "Mailboxes," then searched for and selected 'Andre Onana's' mailbox.

Access Mailbox Delegation Settings: Within 'Andre Onana's' mailbox properties, I located and selected the "Mailbox delegation" section.

Add "Full Access" Permission: Under the "Full Access" section, I clicked on "Edit" or "Add members." A new pane or window appeared, allowing me to search for and select the specific group members (e.g., "Funmi Awotade," "Johnson Orji," "Kolawole Oladapo," and "Oje Egwaoje") to whom I wanted to grant full access to Andre Onana's mailbox.

Save Changes: After adding the desired members, I clicked "Save" or "Done" to apply these delegation changes, resulting in the configuration shown in the screenshot.
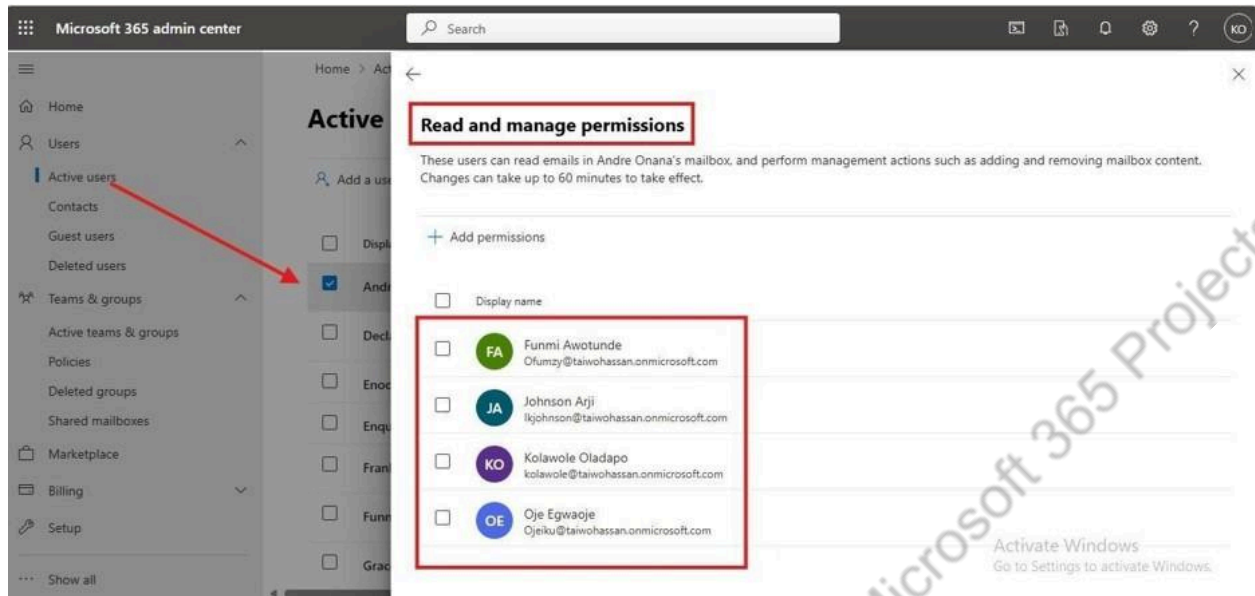
Screenshot of Members Added as Delegates for Andre Onana, "Full Access Permission"

Step 2: Displays Andre Onana's inbox being accessed from my (Kolawole's) Outlook account, demonstrating the "Full Access" permission.

Open Outlook Client/Web App: I opened my Outlook desktop client.

Add Shared Mailbox/Open Other User's Folder: To access Andre Onana's mailbox with full access, I used the following method, depending on the Outlook version and configuration:

In Outlook Desktop Client: I went to "File" > "Account Settings" > "Account Settings...", then select my Exchange account, click "Change...", then "More Settings...", navigate to the "Advanced" tab, and add Andre Onana's mailbox under "Open these additional mailboxes."

Enter Andre Onana's Name/Email: In the dialog box that appeared, I typed 'Andre Onana's' name or email address and selected it from the directory.

Access Mailbox: Upon successful addition/opening, Andre Onana's mailbox and its folders (including the Inbox, as shown in the screenshot below) appeared directly under or alongside my mailbox in the Outlook folder pane, confirming full access.
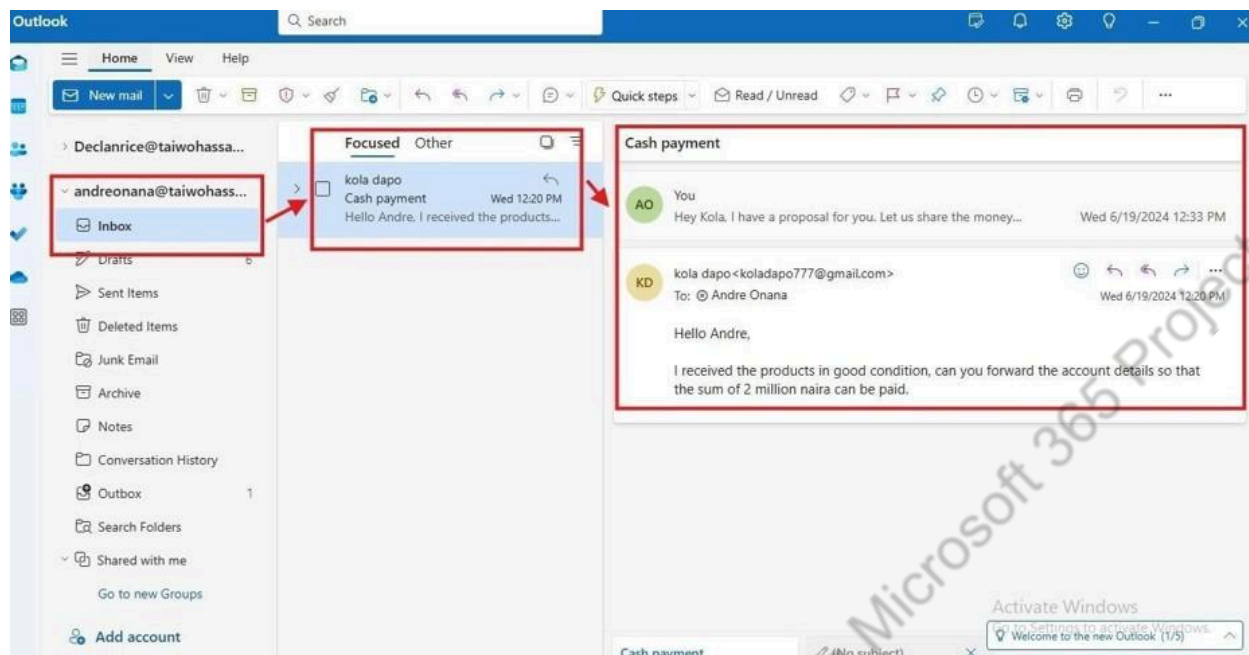
Screenshot of Andre Onana's inbox showing proof of full access from Kolawole Outlook account
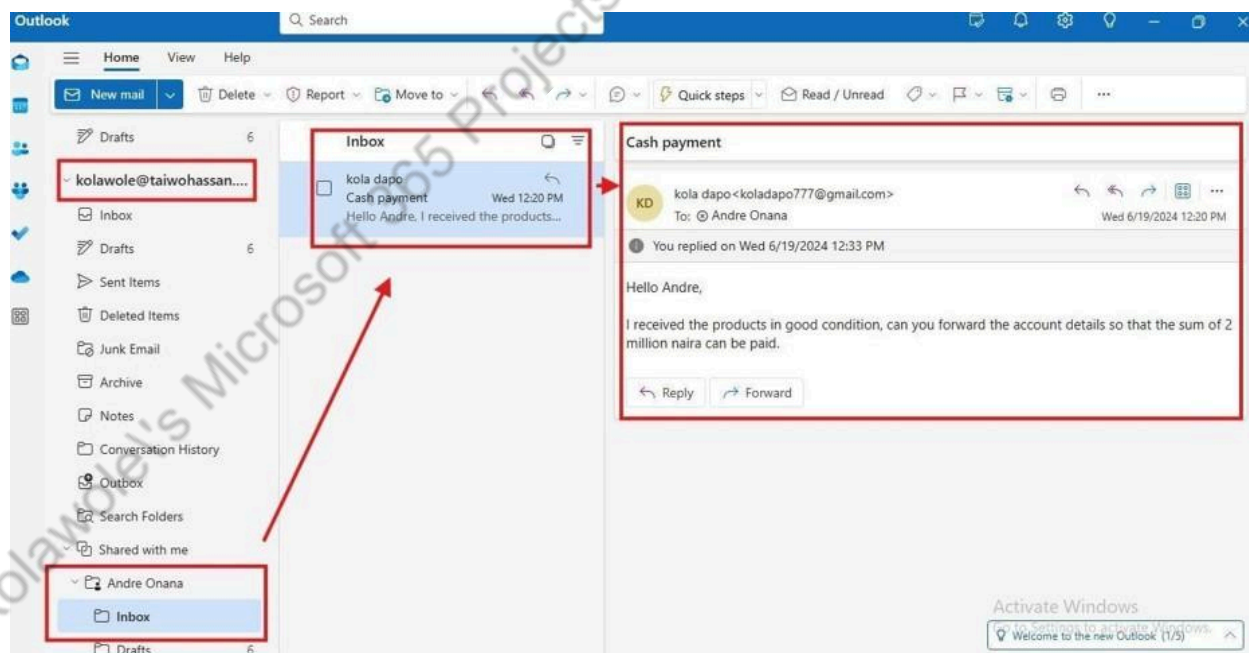
Further proof of Full access to Andre Onana's inbox view from Kolawole's Outlook account.

END OF TASK 1