

Microsoft 365 Exchange Online

Introduction to PowerShell

PowerShell, developed by Microsoft, is a cross-platform tools that integrates command-line shell, a scripting language, and a configuration management framework. It is designed to assist Help Desk Support and Network Administrators to streamline their IT infrastructures. PowerShell is a scripting language commonly used for automating the management of systems.

Microsoft provides extensive [online documentation](#) and sample scripts tailored to various use-case scenarios. The official [PowerShell documentation](#) is an excellent starting point for anyone looking to learn the fundamentals or explore advanced functionalities. [Sample scripts](#) provide a wide collection of practical examples.

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Now that organizations are transitioning to the cloud, learning how to use PowerShell for administering Microsoft 365 Exchange Online becomes vital for IT support specialists. This guide will be highlighting the following steps:

- How to connect to Microsoft Exchange Online PowerShell
- How to change and remove mailbox permissions
- How to change and remove calendar permissions

How to connect to Microsoft Exchange Online PowerShell

Run PowerShell as Administrator. To verify PowerShell version, open **PowerShell as administrator** and type in:

```
$PSVersionTable
```

In case that you need to update to PowerShell version 7.5.0, proceed to download and install it via Github [here](#). Based on Microsoft detailed guide on how to [Connect to Exchange Online PowerShell](#), it is important to install the module (if it is not already installed). To Install the Microsoft 365 Exchange Online PowerShell Module, use the following PowerShell command.

```
Install-Module PowerShellGet -Force -AllowClobber
```

Step 1: Load the Exchange Online PowerShell Module

Once the module is installed, proceed to open a PowerShell window and load the module by running the following command:

```
Import-Module ExchangeOnlineManagement
```

Step 2: Connect and authenticate

Run this command in PowerShell to connect and authenticate

```
Connect-ExchangeOnline -UserPrincipalName <admin email address>
```

For PowerShell 7 for **accounts without MFA**, use:

```
Connect-ExchangeOnline -UserPrincipalName navin@contoso.onmicrosoft.com -InlineCredential
```

To sign in, use a web browser to open the page <https://microsoft.com/devicelogin> and enter the code <XXXXXXXXXX> to authenticate. Note the <XXXXXXXXXX> code value. On any other device with a web browser and internet access, open <https://microsoft.com/devicelogin> and enter the <XXXXXXXXXX> code value from the

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previous step. Enter your credentials on the resulting pages. In the confirmation prompt, click Continue. The next message should indicate success, and you can close the browser or tab. The command from step 1 continues to connect you to Exchange Online PowerShell.

Step 3: Disconnect when you are finished.

Disconnect-ExchangeOnline

To update the Module (Later On)

Update-Module -Name ExchangeOnlineManagement

How to change mailbox permissions

In this article, we will be looking at the three main permission types: **Full Access**, **Send As**, and **Send on Behalf**. For more information from Microsoft on mailbox folder permissions, click on: [Get-MailboxFolderPermission](#) and [Add-MailboxFolderPermission](#) To get current user's mailbox folder permissions, use the following command line in PowerShell:

Get-MailboxFolderPermission -Identity user@domain.com

Example 1: Full Access (Access the Entire Mailbox)

Add-MailboxPermission -Identity "user@example.com" -User "delegate@example.com" -AccessRights FullAccess -InheritanceType All

Example 2: Send As (Send emails as if they were from the mailbox owner)

Add-RecipientPermission -Identity "user@example.com" -Trustee "delegate@example.com" -AccessRights SendAs

Example 3: Send on Behalf (Shows "sent on behalf of")

Set-Mailbox -Identity "user@example.com" -GrantSendOnBehalfTo "delegate@example.com"

How to remove Mailbox Permission

The process to remove Mailbox Permissions is straightforward by using **Remove-MailboxPermission** commands.

Example 1: Full Access (Access the Entire Mailbox)

Remove-MailboxPermission -Identity user@domain.com -User otheruser@domain.com -AccessRights FullAccess -Confirm:\$false

Example 2: Send As

Remove-RecipientPermission -Identity user@domain.com -Trustee otheruser@domain.com -AccessRights SendAs -Confirm:\$false

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Example 3: Send on Behalf

```
Set-Mailbox -Identity user@domain.com -GrantSendOnBehalfTo @{Remove="otheruser@domain.com"}
```

How to change calendar permissions

First, check calendar permissions set on a mailbox folder, specifically the **Calendar** folder of a mailbox name "events" with the following command below. This PowerShell command lists, who has access to the **calendar** of the **events** mailbox and what level of access they have (Reviewer, Editor, Owner, etc).

```
Get-MailboxFolderPermission -Identity events:\calendar
```

An example output might look like this image below.

FolderName	User	AccessRights
-----	----	-----
Calendar	Default	{AvailabilityOnly}
Calendar	John.Doe	{Editor}
Calendar	Jane.Smith	{Reviewer}

Sample Current Calendar Permissions

Example 1: Reviewer (read-only access to calendar)

```
Add-MailboxFolderPermission -Identity user@example.com \Calendar -User  
"delegate@example.com" -AccessRights Reviewer
```

Example 2: Editor (Read / Write)

```
Add-MailboxFolderPermission -Identity user@example.com \Calendar -User  
"delegate@example.com" -AccessRights Owner
```

Example 3: Owner (Full Control)

```
Add-MailboxFolderPermission -Identity user@example.com \Calendar -User  
"delegate@example.com" -AccessRights Owner
```

Example 4: Remove Calendar Permissions

```
Remove-MailboxFolderPermission -Identity user@domain.com:\Calendar -User otheruser@domain.com
```

Microsoft does offer a Graphical Interface route. Keep in mind that the PowerShell commands can be an easier route for mailbox and calendar shares. Check out this Microsoft video for further reference: [Create a Shared Calendar](#).

Here is a Microsoft 365 Exchange command line cheat sheet that focuses on mailbox and calendar permissions. Even though users can delegate [Calendar sharing in Microsoft 365](#), there might be scenarios in which IT staff are requested to change the permission levels on a particular staff member. To learn more about the difference calendar permission, visit [CalendarPermissionLevel | Microsoft](#).