



Granting permissions to enable shared mailboxes

SaaS Backup For Office 365

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Steps


1. Click  **SERVICES** from the left navigation pane.
2. Click the Microsoft Office 365 link.



3. Click **Grant Consent**.



You are redirected to the Azure authorization page for authentication.

4. Select your tenant account.
5. **Accept** the permissions.
Your shared mailboxes will be discovered during the next scheduled **Auto Sync** or you can perform a **Sync Now**. If you **Sync Now**, it will take a few minutes for your shared mailboxes to be discovered.
6. To access shared mailboxes after an **Auto Sync** or a **Sync Now** do the following:
 - a. Click  **SERVICES** from the left navigation pane.
 - b. Click **Microsoft Exchange Online**.
 - c. Click the number of unprotected mailboxes.
 - d. Click the **Shared** tab.

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