You can grant access to a Google Workspace email account to a third party without sharing the password by using **email delegation**.1 This feature allows a user (the "delegate") to read, send, and manage emails from another user's inbox (the "owner") without needing the owner's credentials.2

**How to Set Up Email Delegation**

Before you can delegate an email account, a Google Workspace administrator for your organization must enable the feature.3

**1. Administrator Steps:**

* Sign in to the **Google Admin console** at admin.google.com.4
* Go to **Apps > Google Workspace > Gmail > User settings**.5
* Find **Mail delegation** and check the box next to **"Let users delegate access to their mailbox to other users in the domain."6**
* Click **Save**.

**2. Account Owner Steps:**

* On a computer, open **Gmail** in a web browser.7
* Click the **Settings** gear icon in the top right, then select **See all settings**.8
* Go to the **Accounts and Import** tab.9
* In the **"Grant access to your account"** section, click **Add another account**.10
* Enter the third party's email address and follow the prompts to send the invitation.11

**3. Third Party (Delegate) Steps:**

* The delegate will receive an email from Gmail with an invitation to access the account.12
* They must click the confirmation link in the email to accept the delegation.13
* It may take up to 24 hours for the delegation to become active.14

Once active, the delegate can access the owner's inbox by clicking on their own profile picture in Gmail and selecting the delegated account from the menu.15

**Delegated Permissions & Security**

Email delegation in Google Workspace offers a secure way to share access with a third party.

* **Access without password:** The delegate never needs or learns the owner's password. They access the account through their own Google account, bypassing 2-Step Verification for the delegated account.16
* **Limited access:** Delegates can read, send, and delete emails, as well as manage contacts.17 However, they **cannot**change the account password or other security settings.18
* **Sender transparency:** You can configure settings to show whether a message was sent by the account owner or by a delegate.19 This provides transparency to the recipient.20
* **Revoking access:** The account owner can revoke a delegate's access at any time by going back to the **"Grant access to your account"** settings in Gmail and clicking "delete" next to the delegate's name.21

It's important to note that this method typically works for delegation **within the same Google Workspace domain**.22Some editions may have limitations or not support external delegation.23