

Applying Mailbox Permissions

Last Modified on 12/09/2018 9:47 am BST

Mailbox permissions

Full Access Permissions

You may want to give user's permissions over a particular mailbox. This can be done through the Hosted Services Control Panel.

Note: This will give the user you add Full Access to a mailbox, they will be able to access the other mailbox in its entirety.

Send on Behalf/Send as Permissions

You may want to give user's permissions to send on behalf or send as another mailbox. This can also be done through the Hosted Services Control Panel

Full access permissions

1. Log into the [Control Panel](#) and click Exchange.



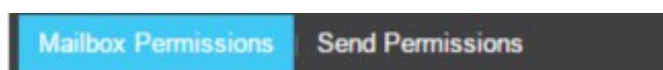
2. Select the user you want to have permissions over. Click on Permissions.

Mailbox A(MailboxA)



Service User _____

3. Click Grant permissions.



The list below shows mailboxes and distribution lists which



4. Select the users which you want to have the ability to view, delete and move items in the mailbox.

<input type="checkbox"/>	ID	Display name ▾	Type	Permissions
<input type="checkbox"/>	3736207	All Exchange users	Distribution list	Full Access
<input checked="" type="checkbox"/>	3769434	Mailbox A	Mailbox	Full Access
<input type="checkbox"/>	3797196	profiletest	Mailbox	Full Access

3 total Items per page 25 50 100

5. Click submit.

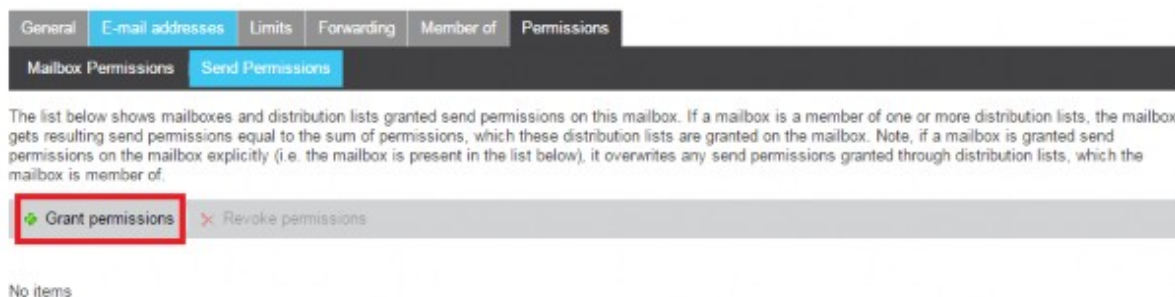
Sending permissions

1. Under the Control Panel click the user you want permissions over.
2. Click Permissions then Send Permissions.



The list below shows mailboxes and distribution lists which granted a Full Permission on this mailbox.

3. Click Grant Permissions.



4. From the drop down box next to the users select which kind of permission you want to grant the user over this mailbox.

General E-mail addresses Limits Forwarding Member of **Permissions**

Mailbox Permissions **Send Permissions**

The list below shows mailboxes and distribution lists which may be granted send permissions on this mailbox. Select permissions for desired objects from the list and submit changes to grant them.

5 total / [Show Search](#) Items per page 25 **50** 100

Display name ▲	Type	Send permission
All Exchange users	Distribution list	Not Assigned ▼
Mailbox A	Mailbox	Not Assigned ▼
Mailbox B	Mailbox	Not Assigned ▼
Mailbox C	Mailbox	Not Assigned ▼
	Mailbox	<div style="border: 2px solid red; padding: 2px;"> Not Assigned ▼ Not Assigned Send As Send On Behalf </div>

5 total Items per page 25 **50** 100

Submit **Cancel**

Send As: the users selected will be able to send as the mailbox.

Send On Behalf: when a user sends as this mailbox the sender will appear as "Mailbox A sending on behalf of Mailbox B".

5. Click Submit to complete the action.
