

# Apply Mailbox Permissions for Exchange 2013

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There are two types of permissions you can apply through the Control Panel:

## Full Access Permissions

Full Access gives a user full visibility of another mailbox, including the ability to edit or delete items.

When a user has Full Access permissions and uses Outlook for Windows, Outlook will attempt to automatically add the other mailbox as an additional mailbox.

Full Access does not allow a user to send as another user, these permissions must be applied separately and there is a tab for doing so.

## Send on Behalf/Send as Permissions

Send As allows a user to send as another. An email sent this way will appear to have been sent as the other user. e.g. If User A sends as User B, the recipient will only see the sender as User B.

Send of Behalf allows a user to send as another, but it will show the the original user as having sent it. e.g. If user A sends on behalf of User B, the recipient will see it comes from User A on behalf of User B.

## Full access permissions

1. Log in to the Control Panel with your reseller account (<https://controlpanel.hostedservices.com>) and then log in as the relevant customer.



2. Select Exchange
3. Select the user you want to grant permissions over.

Mailbox A(MailboxA)



Service User

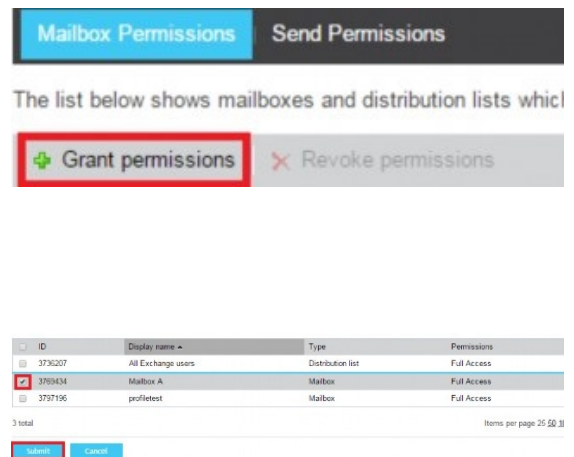
4. Click on Permissions

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5. Click Grant permissions.

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

7. Click Submit



## Sending permissions

1. Log in to the Control Panel with your reseller account (<https://controlpanel.hostedservices.com>) and then log in as the relevant customer.



2. Select Exchange.

3. Select the user you want to grant permissions over.

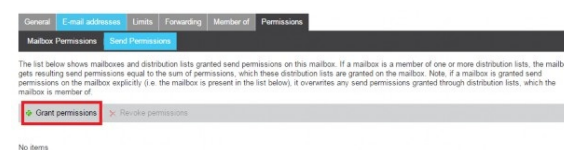


4. Click on Permissions.

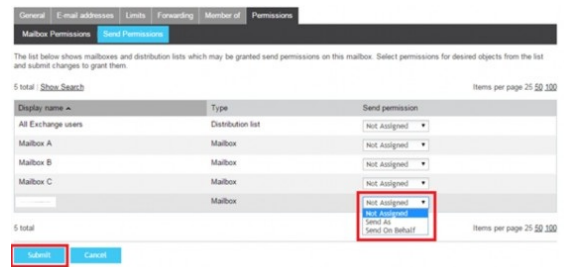
5. Select Send Permissions.



6. Click Grant permissions.



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



8. Click **Submit**