

## ACCESS RIGHTS TO SENIOR MANAGERS' MAILBOXES

The University recognises that for business and operational reasons, senior managers i.e. members of the University's Executive, Directors of Services and Institutes and Deans of Schools will require to give their PAs, Executive Support Assistants or other key support staff, access to their mailboxes. This right of access should **not** extend to any other University staff unless exceptional circumstances apply **and** a senior manager has given their authorisation.

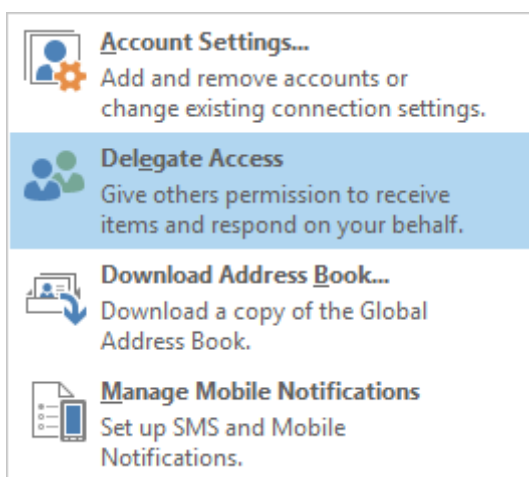
Please note that in addition to the duty of confidentiality, there are information governance and specifically, significant data protection implications in giving access to a mailbox. All relevant staff must adhere therefore to the University's [Data Protection Policy Statement](#) and the [Data Protection Principles](#) and consult the guidance on the [processing of personal data](#) and [sensitive personal data](#) before any access is granted.

Please also note that the **level** of access required to fulfil the purposes of giving the access **must** be carefully considered.

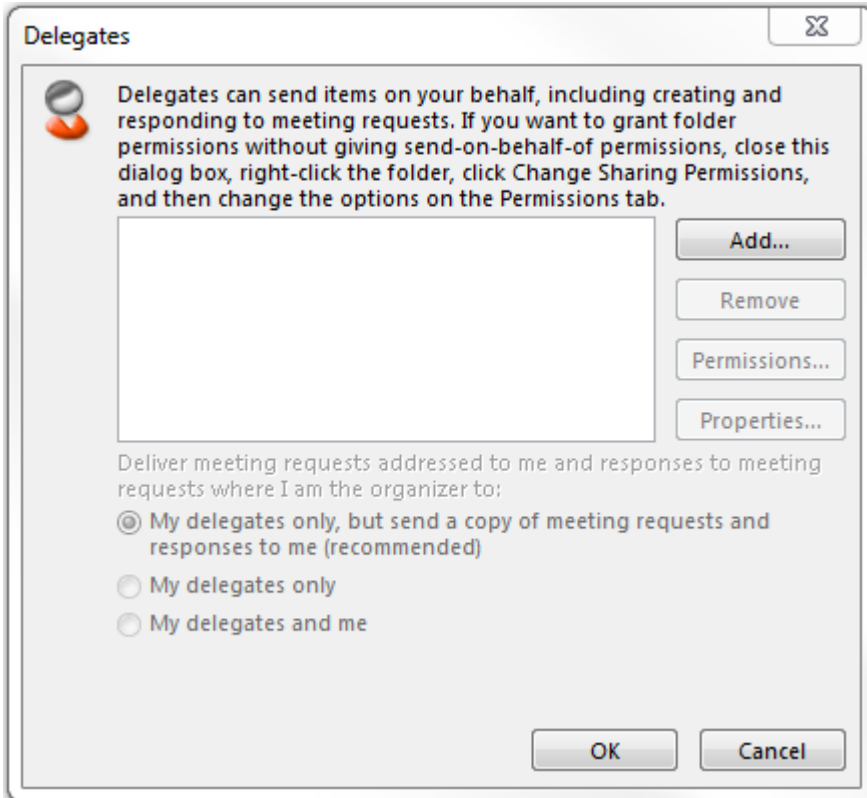
## GUIDANCE FOR SENIOR MANAGERS ON HOW TO GIVE ACCESS RIGHTS TO THEIR MAILBOX

To give your key support staff member access to your mailbox in Outlook 2010/2013:

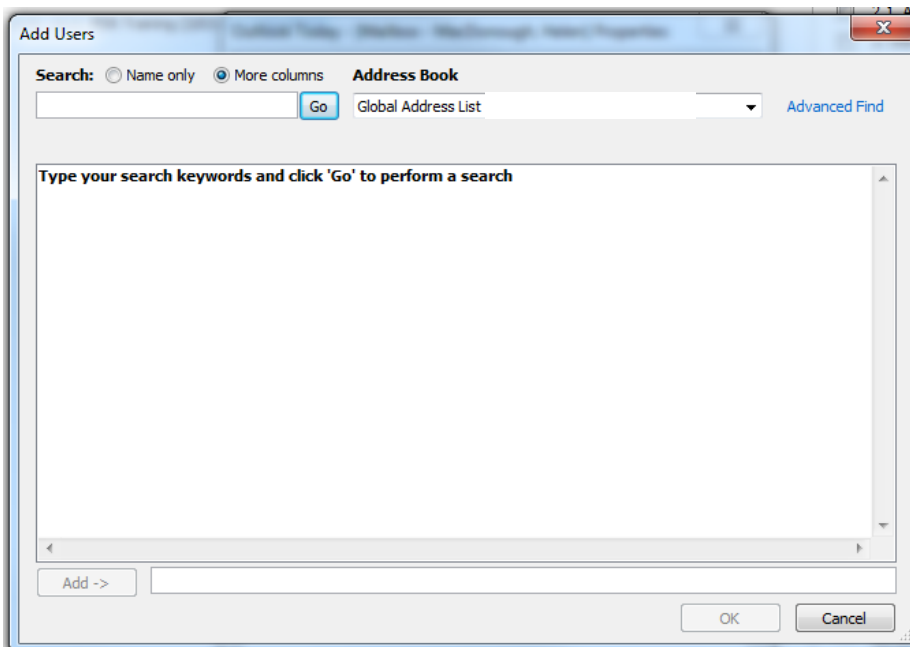
- **Open** Outlook.
- Click on **File**, then navigate to **Account Settings**, select **Delegate Access** from the drop down menu.



- The delegate access screen will appear. Click on **Add...** button.



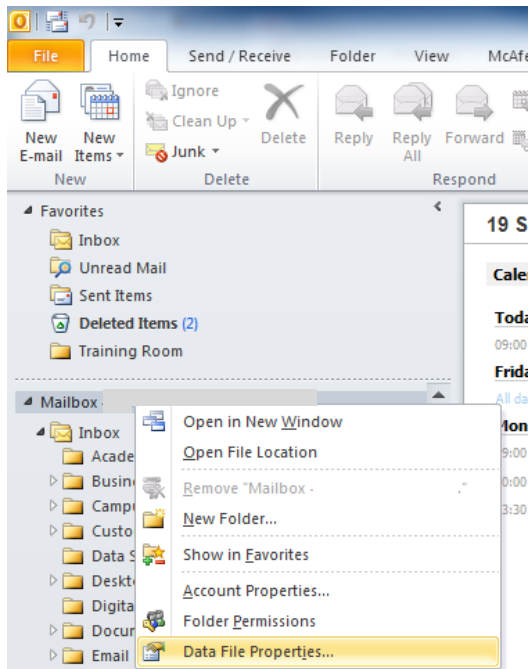
- The **Add User** screen will appear allowing you to browser and select the correct member of staff you wish to delegate access to. After selecting the user click **OK**.



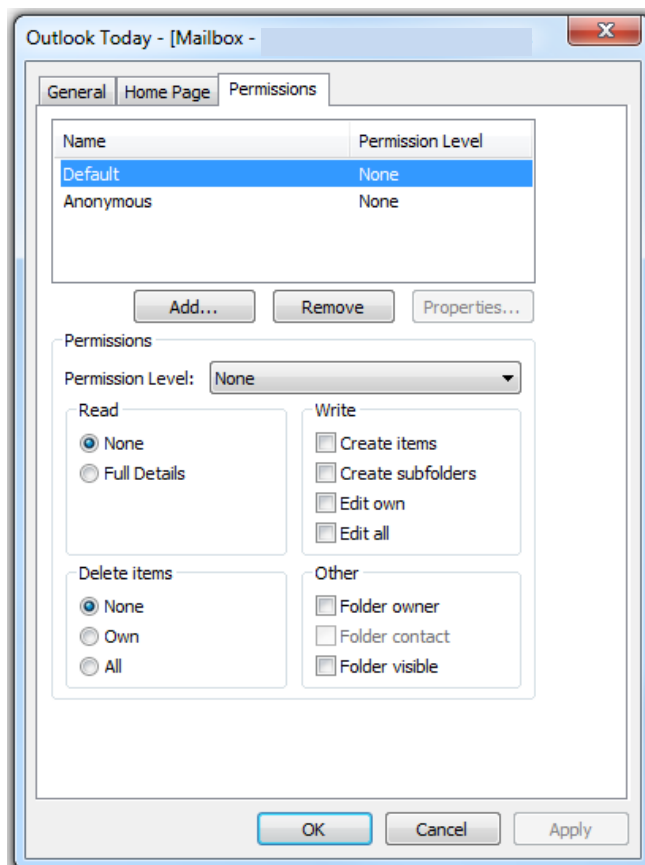
**N.B.** Delegating access will also allow the added user to view any calendar entries in addition to editing and creating entries but is require for mailbox access.

Next you will give access to the Inbox and folders you require the user to access, only access to the Inbox is given and any subfolders that are required as well will require the following steps to be repeated for every folder that access is required for.

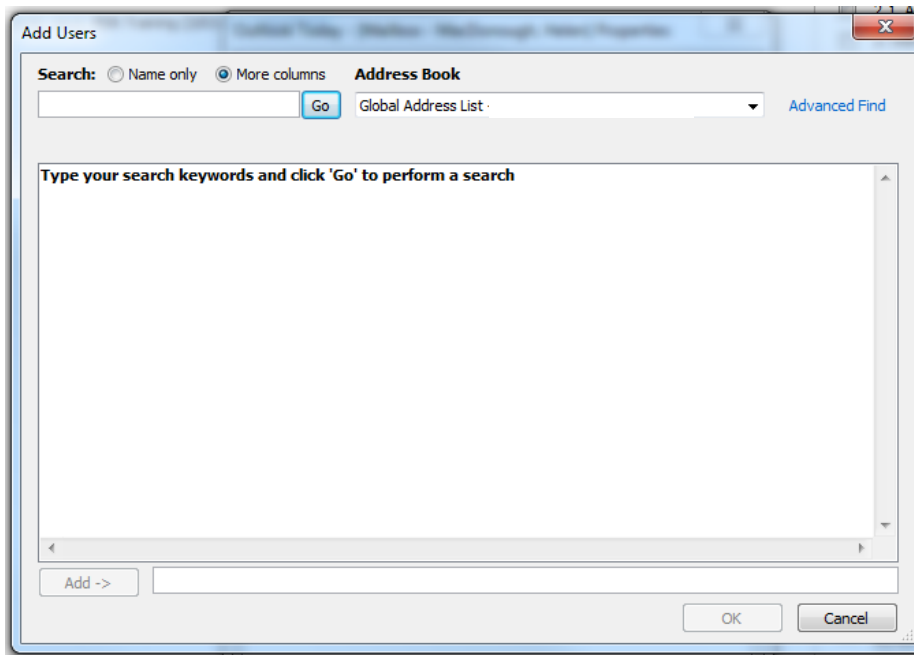
- In the Navigation Pane **right click on your mailbox name** and select **Data File Properties**.



- Click on the **Permissions** tab. The following screen will appear:



- Click **Add**. The Add Users screen will appear:



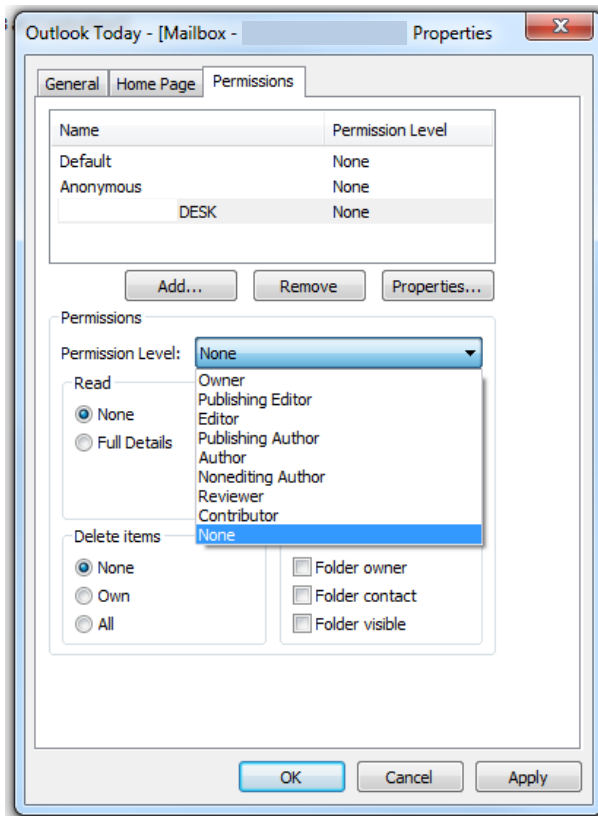
- **Browse** for the relevant staff member as you would browse for names when addressing a message.
- Click **Add - >**.
- Click **OK**.

Before you give the staff member permissions to your mailbox you should carefully consider what level of access they require. The following describes the available access levels, **N.B.** this is on a per folder basis:

<b>Owner</b>	Full rights to the account
<b>Publishing Editor</b>	Allows read/write/create items/create subfolders/Edit ALL items/Delete ALL items ( <b>this is the recommended option</b> )
<b>Editor</b>	Create items/folder visible/Edit ALL items/Delete ALL items
<b>Publishing Author</b>	Create Items/Read Items/Create sub-folders/Edit ALL items/Delete ALL items
<b>Author</b>	Create Item/Read Items/Edit OWN items/Delete OWN items
<b>Non Editing Author</b>	Create Item/Read Item//Edit None/Delete None
<b>Reviewer</b>	Read Item/Edit NONE/Delete NONE
<b>Contributor</b>	Create Item/ Edit NONE/Delete NONE
<b>None</b>	No access rights to the account

To grant rights to your mailbox:

- **Highlight the staff name** that you are granting rights to.
- In the Permissions section select the relevant **Permission level** from the Permission Level drop down menu:



- Click **OK**. That person now has the selected permissions for your mailbox.

### Further advice and guidance

Technical problems: contact the IT Support Desk by email or by telephoning ext. 3000.  
Governance/data protection queries: contact Governance Services on ext. 6359.