Working with a Departmental Mailbox or Calendar

Allow others to access the mail or calendar

- Request to grant full rights to the entire mailbox
- Explanation of folder permission levels in UAlbany Mail
- Sharing a calendar with non-delegates

Accessing the mailbox or calendar

- How to Access Another Mailbox in Outlook
- How to Access Another Mailbox in OWA
- How to Access Another Mailbox in OWA Light Version
- Setting up an Outlook profile with only a shared mailbox (not typical)
- How to add a shared mailbox as a full Exchange account in Outlook for Mac
- How to add a shared mailbox as a full Exchange account in Outlook for Windows
- How to access another calendar in Outlook
- How to Access Another Calendar in OWA
- Add a Departmental Mailbox to a Mobile Device

Need more help? Contact the ITS Service Desk.