Working with a Shared Personal Mailbox or Calendar

Allow someone else to manage your mail or calendar

- What is the difference between sharing and delegate access?
- Explanation of folder permission levels in UAlbany Mail
- Delegating access to all or part of the mailbox (Inbox or Calendar)
- Sharing a calendar with non-delegates
- Sharing a personal calendar with someone outside of UAlbany

Manage someone else's mail or calendar

- How to Access Another Mailbox in Outlook
- How to access another mailbox in OWA
- How to access another calendar in Outlook
- How to access another calendar in OWA
- How to access another calendar in Outlook 2011 (Mac)
- How to access another calendar in Outlook 2016 (Mac)
- Best practices for working with meeting requests
- Working as a Delegate
  - Respond to meeting requests for another person
  - Create meeting requests on behalf of another person
  - Create an e-mail message on behalf of another person
  - Reply to an e-mail message on behalf of another person

Need more help? Contact the ITS Service Desk.