

## Setting Up Resource Accounts - Step 1

### Allow Others to Access Resource Accounts

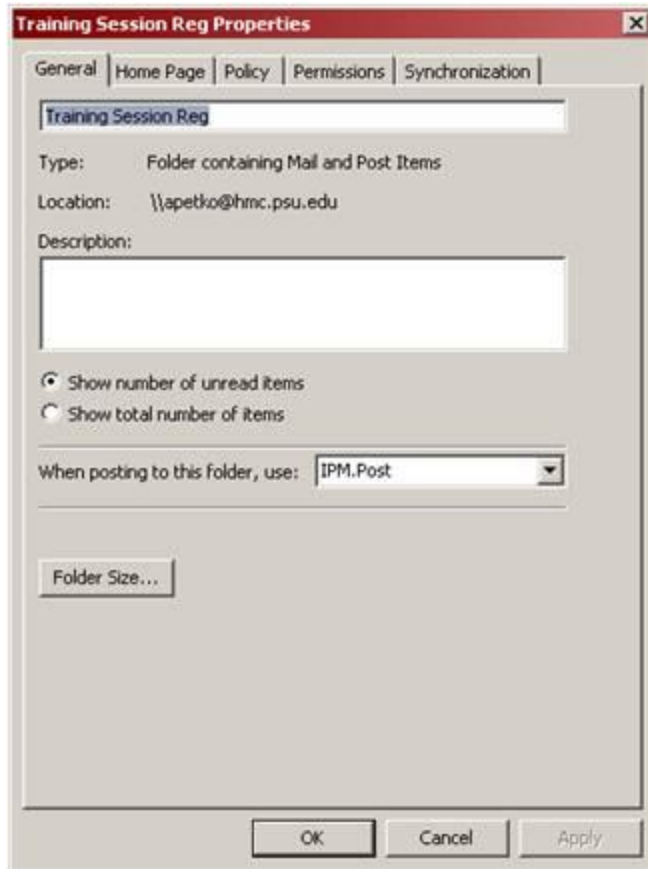
**You will need to go to the Resource Account mailbox folder(s) properties and add permissions.**

The owner of the resource account mailbox will set permissions and grant others access. See list of folder permissions at the end of this post.

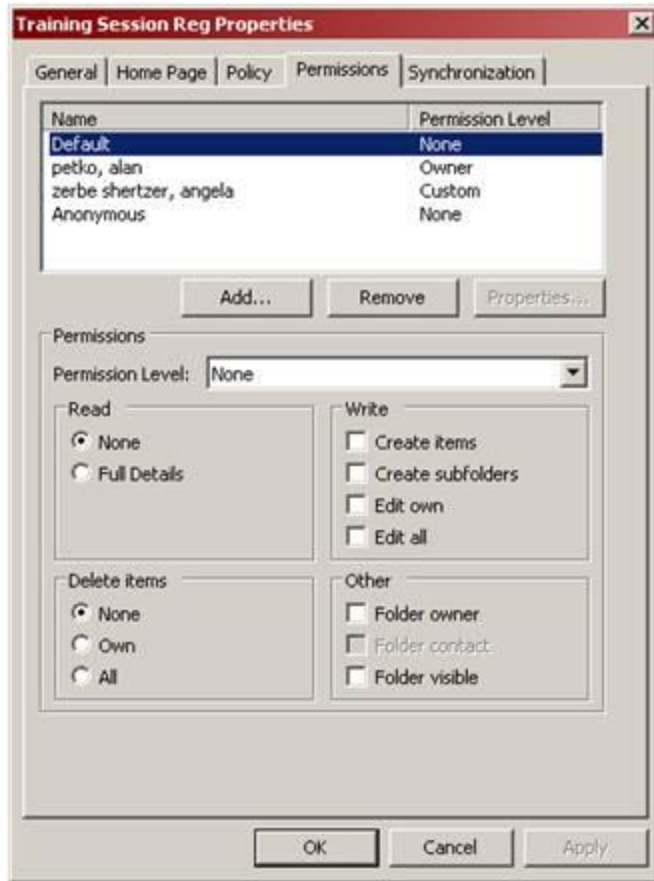
1. Go back to your '**Home**' tab. The resource account mailbox should appear in the left explorer pane.
2. Right click the resource account mailbox and select 'Data File Properties...'
3. Click the **Permissions** tab.  
Click **Add. . .**, and then select the people to whom you wish to grant permissions from the Global Address List. After each selection, click **Add...** When you are done, click **OK**.
4. You can now select which permissions to grant. If you wish to grant only the ability to view items in this folder, assign the role of **Reviewer**. For more on permissions, see the list above
5. To grant permissions, select a name from the field beneath "Name:" and then from the drop-down menu beside "Permission Level:" make your selection. You can also create custom permissions by selecting from the options within the "Permissions" area. Once you've finished making your selections, click **Apply**, and then **OK**.
6. **Important:** In the list under "Name:", the group called "Default" includes everyone who has an Exchange account. Under normal circumstances, you should not assign permissions to it; leave it set to **None**. If you grant any permissions or assign a role to it, you are granting those permissions to everyone with an Exchange account.
7. Those to whom you have granted permissions now need to set up Outlook to view your folders [See Accessing Resource Accounts (1)]

### Examples:

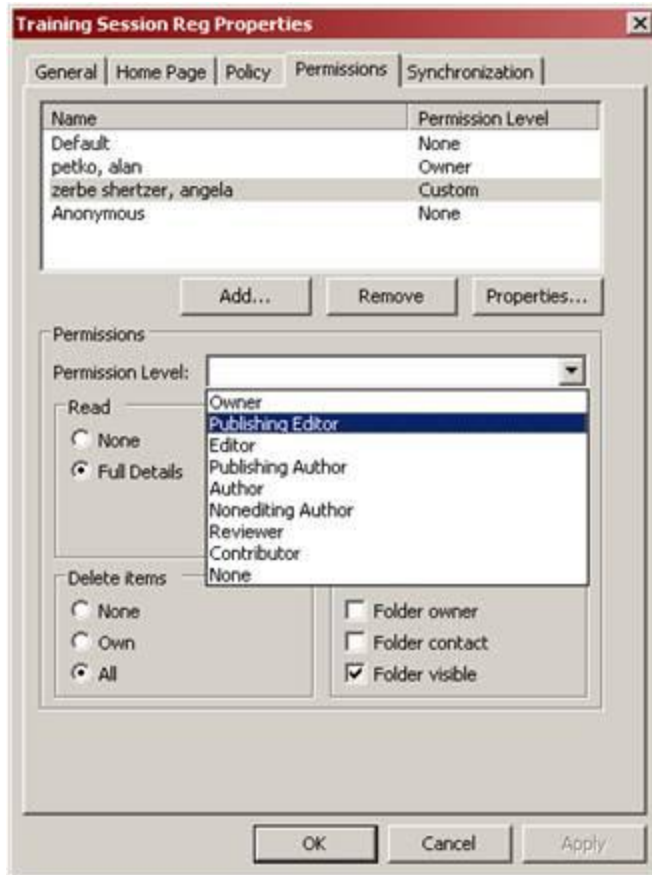
1. Go back to your 'Home' tab. The resource account mailbox should appear in the navigation pane (Folder List: left, bottom).
2. Right click the resource account mailbox and select 'Data File Properties...'  
The Properties Window opens...  
Click the Permissions tab.



Click Add . . . , and then select the people to whom you wish to grant permissions from the Global Address List. After each selection, click Add... When you are done, click OK.



3. You can now select which permissions to grant. If you wish to grant only the ability to view items in this folder, assign the role of `Reviewer`. For more on permissions, see the list below.



- To grant permissions, select a name from the field beneath "Name" and then from the drop-down menu beside "Permission Level:" make your selection. Once you've finished making your selection(s), click *Apply*, and then *OK*.

Important: In the list under "Name:", the group called "Default" includes everyone who has an Exchange account. Under normal circumstances, you should not assign permissions to it; leave it set to *None*. If you grant any permissions to it, you are granting those permissions to everyone with an Exchange account.

- Those to whom you have granted permissions now need to set up Outlook to view your folders [See *Accessing Resource Accounts (2)*]

**Folder permissions:** This type of sharing allows selected others to view the contents of a specified folder, but does not allow others to send email on your behalf. When setting up folder permissions, you can determine exactly how much access a given person has to your folder. The following roles are available:

- **Owner:** Allows full rights to the mailbox, including assigning permissions; you should not assign

this role to anyone.

**NOTE:** Those who have the password to this account should mark themselves as an Owner.

- **Publishing Editor:** Create, read, edit, and delete all items; create subfolders (recommended for complete access)
- **Editor:** Create, read, edit, and delete all items
- **Publishing Author:** Create and read items; create subfolders; edit and delete items they've created
- **Author:** Create and read items; edit and delete items they've created
- **Nonediting Author:** Create and read items; delete items they've created
- **Reviewer:** Read items
- **Contributor:** Create items
- **None:** Gives no permissions for the selected accounts on the specified folder