



Application for Granting “Full Mailbox Access” Exchange Mailbox Permissions

Complete this form to authorise ‘Full Mailbox’ permissions be granted to your Exchange mailbox. This feature allows approved people to access your mailbox with full read, edit and delete permissions on all items within as if they were the *owner* of the mailbox. Please note that Full Mailbox Access does *not* grant the delegate permission to send mail **as** you.

If you use Microsoft Outlook as your mail client you can use that software to grant people access to your Inbox only without needing to complete this form. Configuring access using that method has a number of benefits that you don’t get with assigning “Full Mailbox Access”. You can:

- 1) add or remove the access at any time yourself
- 2) see who has been given access using this method and what access they have
- 3) give someone access to specific folders instead of only the Inbox
- 4) grant people specific permissions, e.g. read only rather than full control.

Instructions for using Microsoft Outlook to configure access are available at <https://staff.uq.edu.au/information-and-services/information-technology/email-and-calendars/allow-another-person-manage-your-mailbox>

MAILBOX OWNER’S DETAILS

Surname

First Name

Personal Title

Employee Number

UQ Sign In (Username)

Telephone (BH)

Facsimile

MAILBOX DELEGATES

Specify people that you wish to give Full Mailbox access to your mailbox. Access will be retained for any unlisted people that already have access. The people that you list will be granted full control over your mailbox contents until you request the access is removed or your mailbox is deleted. Note: To be granted full access to your mailbox the person must also have a mailbox on the staff UQ Exchange mail system.

Full Name

<input type="text"/>
<input type="text"/>
<input type="text"/>

UQ Sign In (Username)

<input type="text"/>
<input type="text"/>
<input type="text"/>

AUTHORISATION (This section must be completed and signed by the person who is the owner of the mailbox the access is to be granted to (the mailbox owner). For example, for access to be granted to the mailbox John Smith (uqjsmi99) the authorisation must section must be completed by John Smith (uqjsmi99). If the mailbox owner is unavailable, you need to fill out the form and ask your Head of School or Director to sign it. They will also need to attach an email outlining the reasons why access is required. The form will be sent to the Director, Information Technology Services, for consideration.)

I authorise the above listed users to be granted ‘Full Mailbox’ permissions to my Exchange mailbox. I understand these people will have full read, edit and delete permissions to my mailbox. I understand any existing accesses to my mailbox will be retained.

Full Name of Mailbox Owner

Position

Signature

Date

Submit completed application by:



help@its.uq.edu.au

Enquiries:



Telephone: (07) 336 56000



Email: help@its.uq.edu.au