Grant Access to a Shared Mailbox – Windows 7

If you are the account owner of a shared mailbox you can grant access to people. Follow these steps to grant access:

1. **Left-click** on the **Start** button.
2. **Left-click** on **Computer**.
3. **Left-click** on **Network**.
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4. **Left-click** on **Search Active Directory**.

5. **Type** the **name** of the access group for the shared mailbox in the **Name:** field.

6. **Left-click** on the **Find Now** button.

7. **Double-click** on the access group.
Grant Access to a Shared Mailbox – Windows 7 (cont.)

A list of users who currently have access to the shared mailbox will be listed.

8. **Left-click** on the **Add** button.

9. **Type** the **Island ID Username** of the person who will be granted access.
10. **Left-click** on **OK**.
11. If other user ID’s match what you typed in, you will need to **double-click on the correct Island ID Username** to grant access to it.

12. **Left-click on OK.** The user has just been granted access to the shared mailbox.