

Account Delegation in LCmail

Software: Google Mail, Gmail, LCmail

Platform: Mac/PC

Overview

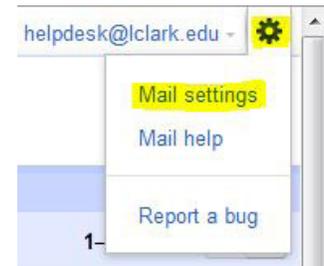
You can delegate access to a departmental account to another person so they can read, send, and delete messages on behalf of the account. The delegate can also access the departmental account's contacts by clicking the Contacts link. Clicking the To, Cc, or Bcc links in the mail compose window will also bring up those contacts.

You won't be able to give anyone permission to change the delegated account password or account settings, or chat on the department's behalf. You can specify up to 25 users.

Process

How to delegate an account

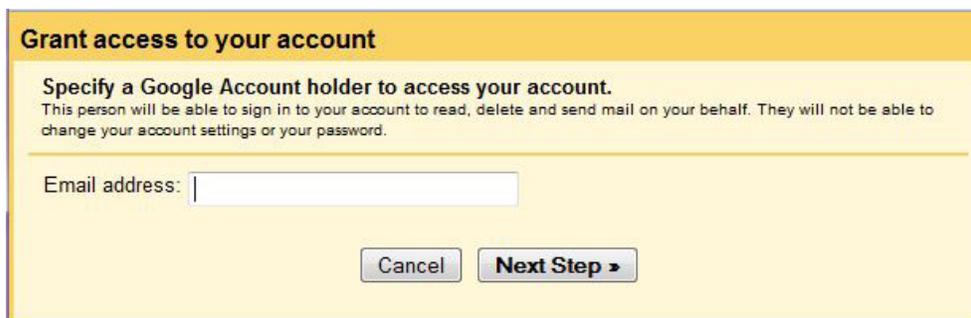
1. Click the gear icon in the upper-right and select Mail settings.
2. Select the Accounts tab.



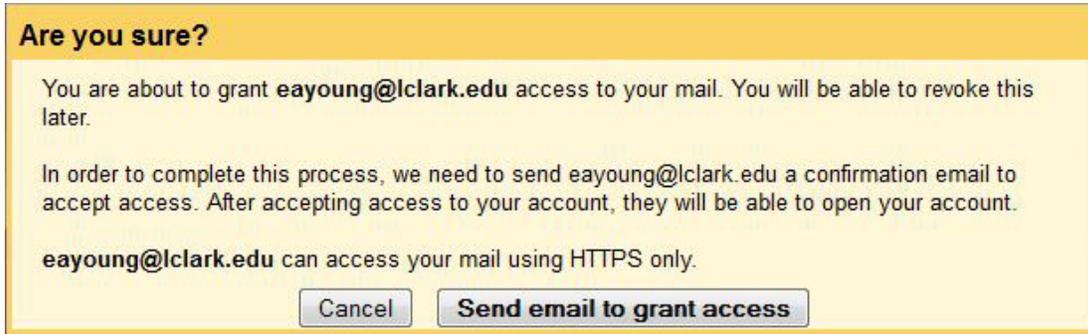
3. Under 'Grant access to your account,' click the Add another account link, choosing whether to leave messages as read or unread when opened by delegates.



4. Enter the email address of the person you'd like to access your account and click Next Step. Remember you can only enter an LCmail address.

A screenshot of the 'Grant access to your account' form. The title is 'Grant access to your account'. Below it is the instruction 'Specify a Google Account holder to access your account.' followed by a note: 'This person will be able to sign in to your account to read, delete and send mail on your behalf. They will not be able to change your account settings or your password.' There is an input field for 'Email address:'. At the bottom, there are two buttons: 'Cancel' and 'Next Step >'.

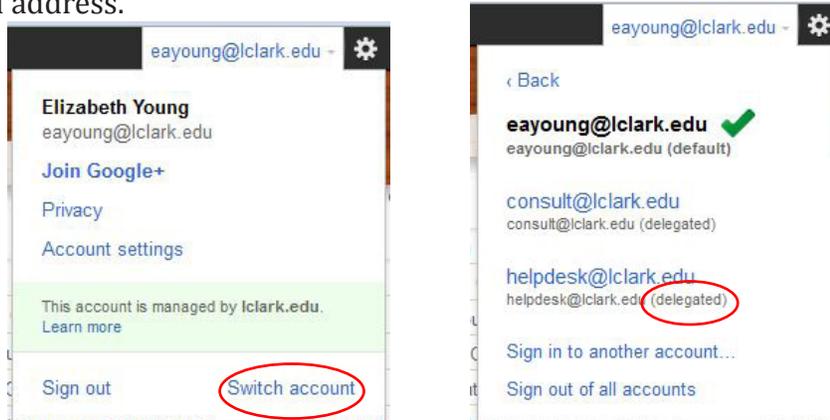
5. You'll see a confirmation message. Click Send email to grant access if you're sure.



6. The delegate will receive a verification email explaining that you've granted access to them.
7. After the delegate confirms this request, it may take up to 30 minutes for the verification process to be completed. To see if the delegate has confirmed access to the account, look at the Accounts tab in Settings

Any messages someone else sends from the departmental account will have the department listed in addition to the other person's name, so they'll show the sender as: Department (sent by Delegate).

If someone has granted access to their account to you, you can access it by clicking the down-arrow next to your email address in the upper-right corner. Click Switch account and choose your delegate's email address.



Remove delegated access to your account

If you no longer want to grant somebody else access to your account, follow these instructions:

1. Click the gear icon in the top right corner of Gmail and choose Mail settings
2. Click the Accounts tab.
3. In the "Grant access to your account" section, click delete on any account you want to remove.

