

## Resource Owner Instructions

As the owner of an e-mail resource you have FULL rights and 'send as' permission for this mailbox. As the owner, you can also access this mailbox via the web at <https://outlook.depaul.edu/resource name>

The **first** thing you should do to access this resource is create another profile for the e-mail id.

Click on My Computer > Control Panel > Mail > Show Profiles

1. Click the 'add' box and enter the name of the e-mail resource and click ok
2. Choose Add a new e-mail account and Click Next.
3. Select Microsoft Exchange Server. Click Next
4. At Microsoft Exchange Server: enter **exchange.depaul.edu** and uncheck the use cached exchange mode box
5. At User Name: **enter the name of the resource** and click Check Name. The name of the resource should now show up with an underline, click next
6. Congratulations! Successful should appear, click Finish
7. You should see a dialog box which shows the profiles that are set-up on your computer. Make sure the Prompt for a profile to be used box is checked. Click ok.
8. Launch Microsoft Office Outlook, you should see a Choose Profile dialog box, click the arrow and choose the profile for the resource name you just created, click ok.
9. You are now logged in the e-mail resource. Please continue to follow the instructions to manage the resource.

The **second** thing you should do is create a sent item rule (see very important note)

From the resource: go to Tools > Rules and Alerts > New Rule >

Step 1. Select a template: Stay Organized section

Move messages from someone to a folder (highlighted)

Step 2. Edit the rule description (click an underlined value) section

click on > People or distribution list

the address book will appear

Choose the resource name from the address book, double click (make sure it is underlined in the from box), click ok

click on > move it to the specified folder

find the Sent Items folder and double click

click next

**from people or distribution list** should already be checked > click next

**move it to the specified folder** should already be checked.

In this same section, navigate down and check **stop processing more rules** > click next, next, finish

**VERY IMPORTANT NOTE:** When the proxy members respond to any e-mail from the resource e-mail account they must either cc or blind copy the resource name or reply ALL. This way a copy of the sent item will be in the resource sent items folders. There will also be a copy of the sent item in the user's personal sent folder.

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The **third** thing you should do is verify proxy members have permissions to the folders.

While on the resource right click on Mailbox-'resource name' > sharing > permissions

Verify user names are here and there is at least **reviewer** permission level

Navigate down to the **Inbox** folder and do the same thing you just did for mailbox folder

Note: if you want any user to be able to 'send as' the resource, then a list of user names and id's should be sent to [Netadmin@depaul.edu](mailto:Netadmin@depaul.edu)

Only Netadmin can give the 'send as' rights to users.

The **fourth** thing you should do is provide the following instructions to proxy members so they can create another mailbox on their account and access the resource.

### **Please give these instructions to those users with 'send as' rights.**

Follow these instructions to add another mailbox to your profile.

1. Choose Tools, select E-Mail Accounts.
2. Choose View or Change Existing E-mail Accounts and Click Next.
3. Select Microsoft Exchange Server. Click Next
4. Select "Change"
5. Choose "More Settings" And select the "Advanced" tab.
6. In the Add Mailbox dialog box, enter the name of the mailbox you want to open, and then click OK. Outlook will try to match the mailbox name against the Global Address List and, if successful, will add it to the Open These Additional Mailboxes list.
7. When you've finished adding mailboxes, click OK to return to the Information Viewer.
- When you add a mailbox to your profile, you get immediate access to it in the Folder List. It is not necessary to exit and restart Outlook.

**REMEMBER:** You must either cc or blind copy the resource name or reply ALL. This way a copy of the sent item will be in the resource sent items folder. There will also be a copy of the sent item in your personal sent items folder.