

Sending or Receiving Emails as Deputy

Learn how to act as another user's deputy. Depending on the permissions granted by this user, you can do the following:

- read emails in the user's inbox
- edit, manage or delete emails in the user's inbox
- send emails on behalf of the user

How to send emails as deputy:

1. Use one of the following methods:

- Click on **Compose** in the toolbar.

Click on the sender address next to **From:** in the email editing window. Select the sender on whose behalf you want to send the email.

- In the folder tree under **Shared folders**, open the inbox of the user who appointed you as deputy.

Click on **Compose** in the toolbar.

Next to **On behalf of**, the sender on whose behalf you want to send the email will be pre-entered.

2. Complete the steps for composing and sending the email.

Depending on the configuration, the email text will include a note informing the recipients that the email has been sent by a deputy.

The recipient will see the following senders in the display area:

- The sender on whose behalf you sent the email.
- The deputy who sent the email.

If the recipient replies to the email, the reply will be sent to the sender and the deputy.

How to read, edit or organize emails as deputy:

1. In the folder tree under **Shared folders**, open the inbox of the user who appointed you as deputy.
2. Depending on the permissions that have been granted to you, you can do the following:

- As viewer, you can read all emails. You can mark a single email as read, assign a color to the email or print the email.
- As editor, you can also mark all emails in the inbox as read.
- As author, you can also create subfolders, move a single email or move all emails in the inbox.

Revision #1

Created 5 November 2023 01:37:47 by Ed Teach

Updated 5 November 2023 01:40:25 by Ed Teach