Checking for Delegates of your mailbox (Staffmail)

Due to The Switchover, Delegates of your Mailbox or Folders can’t be transferred to Office365. It is advisable to take screenshots of your Delegates to re-create them in Office365.

To check your mailbox for Delegates, Log into Staffmail Webmail at www.staffmail.ed.ac.uk and follow the steps below.

Viewing Mailbox Delegates in Staffmail (Webmail)

1. Click ‘Options’
2. Click ‘Share Folders’
3. Once the Delegates are shown, take a screenshot.

*If not sure how to take a screenshot, the instructions can be found at http://www.takescreenshot.org/

4. The above step will need to be done for each folder, Click the ‘Drop-down menu’ on the right to display the other folders.
5. Select each folder in turn to display current access to that folder, then take a screenshot.

*If not sure how to take a screenshot, the instructions can be found at [http://www.take-a-screenshot.org/](http://www.take-a-screenshot.org/)