Delegation with Send As

This delegation allows the recipient to send information as if they were you. In other words, the email message, or the meeting invitation appears as if it were coming from you.

To select this option, send an email message to auth@gvsu.edu and give a brief explanation of which right you want assigned to whom. Each category has the following permissions:

- Reviewer – the recipient can read the items
- Author – the recipient can read and create items
- Editor – the recipient can read, create, and modified items.

For example, to ask to have rights to your mailbox given to someone:

Please give ‘Author’ rights to my mailbox to (user’s name)