



## Delegate Access to Your Mail

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You can delegate your mail so someone else can read and send emails from your account. This is done without having to give that person your password, and without giving them access to other parts of your Google account such as your Calendar or Drive. This is the same process OIT uses to grant access to shared departmental mailboxes (e.g., [department-name@brown.edu](#)).

- For instructions, see the Google Support Article: [Delegate and Collaborate on Email](#)

Please note: Brown accounts can only be delegated to other Brown email addresses, not a consumer (gmail.com) address or an address in another domain.