

## Specifying Privileges

To specify the privileges for a user, click on *Administrative Tools > Users and Privileges* and then on *Users*. Select the appropriate user from the list and click on *Properties*.

**Please Note:** If you highlight multiple users and click on *Properties*, you can change the privileges for all selected users in one step.

**User Properties**

**barbara.ross**

**General Information**

Login Name: barbara.ross  
Full Name: Barbara Ross  
Authentication: MailStore-integrated Password...  
 User is an Administrator

**Integration (optional)**

LDAP DN String:   
E-mail Addresses: barbara.ross@example.com comma separated  
POP3 User Names:  comma separated

**Privileges**

Log on to MailStore Server  Change Password  
 Archive E-mail Unlimited  
 Export E-mail Unlimited  
 Delete E-mail

Folder	Access
barbara.ross	Read, Write

Add New...  
Edit  
Delete

OK Cancel Help

The Following Privileges can be Assigned:

### Log on to MailStore Server

Only users with this privilege can log on to MailStore Server through MailStore Client. Please note: Without this privilege, emails can still be archived for the respective user.

### Change Password

Only users with this privilege can change their passwords independently in MailStore's *Administrative Tools* under *Change Password*. Users without this privilege must use the password created by the administrator in user management (relevant with MailStore-integrated authentication).

### Archive Email

Only users with this privilege can execute archiving profiles independently and thereby archive emails to MailStore Server. **Please note:** An administrator can always archive emails for the user regardless of this setting. Please keep in mind that users can archive emails only if they have write-access to their MailStore user folders. This setting can be specified under *Folder Access* (described below).

**Unlimited** - Users with this privilege can create and edit archiving profiles.

**Run existing profiles only** - Users with this privilege can only execute already existing archiving profiles but can neither create new profiles nor modify existing ones.

**Manage profiles only** - Users with this privilege can modify already existing archiving profiles and create new ones, but cannot run any profiles.

### Export Email

Only users with this privilege can export emails from MailStore. Please see chapter [Exporting Email](#) for a description of the many options MailStore offers for email export.

**Unlimited** - Users with this privilege can create and edit export profiles.

**Run existing profiles only** - Users with this privilege can only execute already existing export profiles but can neither create new profiles nor modify existing ones.

**Manage profiles only** - Users with this privilege can modify already existing export profiles and create new ones, but cannot run any profiles.

Additional information about this topic can be found in chapter [Working with Export Profiles](#)

### Delete Email

Only users with this privilege can delete emails from their user archives. Please keep in mind that this privilege should only be granted with great care, because legal requirements are hard, if not impossible, to meet if users are allowed to delete their emails independently. Once deleted, emails can only be recovered by restoring a MailStore backup.

## Folder Access (e.g. Access to the Emails of Other Users)

All main folders, which the current user has access to, are listed here. These folders correspond to the archives of individual MailStore users and contain all their archived emails. By default, users have only access to their own archives (to read and write, but not to delete). By clicking on *Add New*, the main folder of another user can be added to the list of folders accessible by the current user. Then the type of access to be permitted has to be specified.

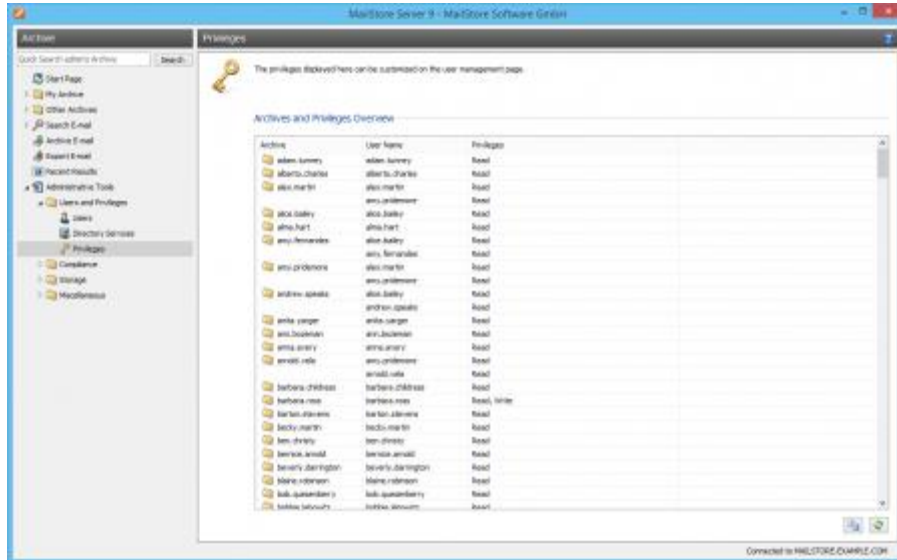
The following options are available:

- Full Access
- Read
- Write
- Delete

Please keep in mind that users can archive emails independently only if they have write-access to their own folders.

## Overview of all Privileges Regarding Folder Access

To view all privileges regarding folder access, click on *Administrative Tools > Users and Privileges* and then on *Privileges*.



The first column shows all user archives, the second column shows the MailStore users that have access to the respective user archive, and the third column lists the type of access privilege (e.g. Read, Write).