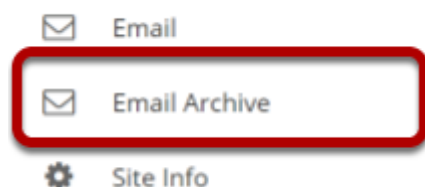


How do I change the Email Archive permissions?

Go to Email Archive.



Select the **Email Archive** tool from the Tool Menu of your site.

Click the **Permissions** button.



Modify the permissions for the roles listed.

Permissions

Set permissions for Email Archive in worksite "TEST 003 015 Summer 2020" (dd183f90-6478-46bd-a980-ea8f14716694)

[UNDO CHANGES](#)

Permission	Instructor	Student	Teaching Assistant
Read email in the archive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Send email to the site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete any email in the archive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1

2 [SAVE](#) [CANCEL](#)

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles that exist in your site. A role must be present in the site in order for you to modify its permissions.