



## Sharing a Personal or Departmental bConnected Account

bConnected allows you to delegate or share access of your personal or departmental accounts with up to 25 other users. This feature allows other users to read, reply to or send messages and delete messages.

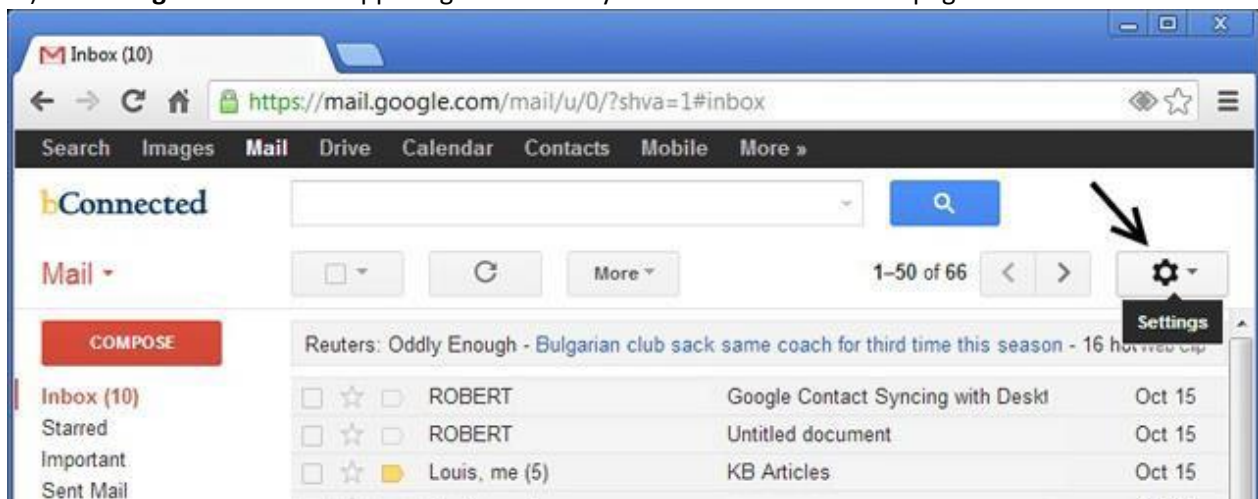
Only the account owner, however, can maintain access to the account's settings and this should be kept in mind when departmental account ownership needs to be altered later.

**Note:** Accounts cannot be *co-owned* among multiple users.

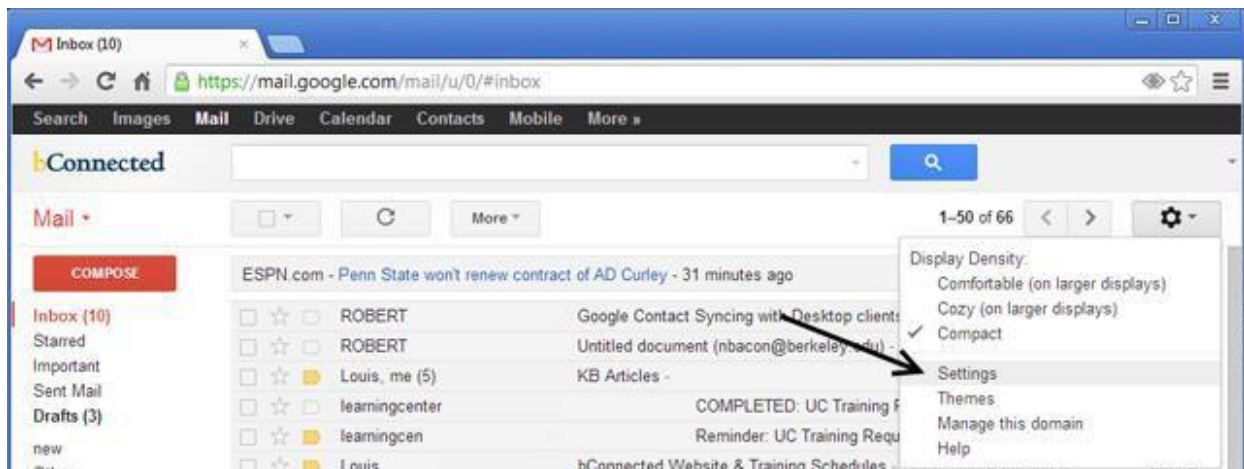
For changes with departmental account ownership, please contact: [helpdesk@haas.berkeley.edu](mailto:helpdesk@haas.berkeley.edu).

To begin sharing access:

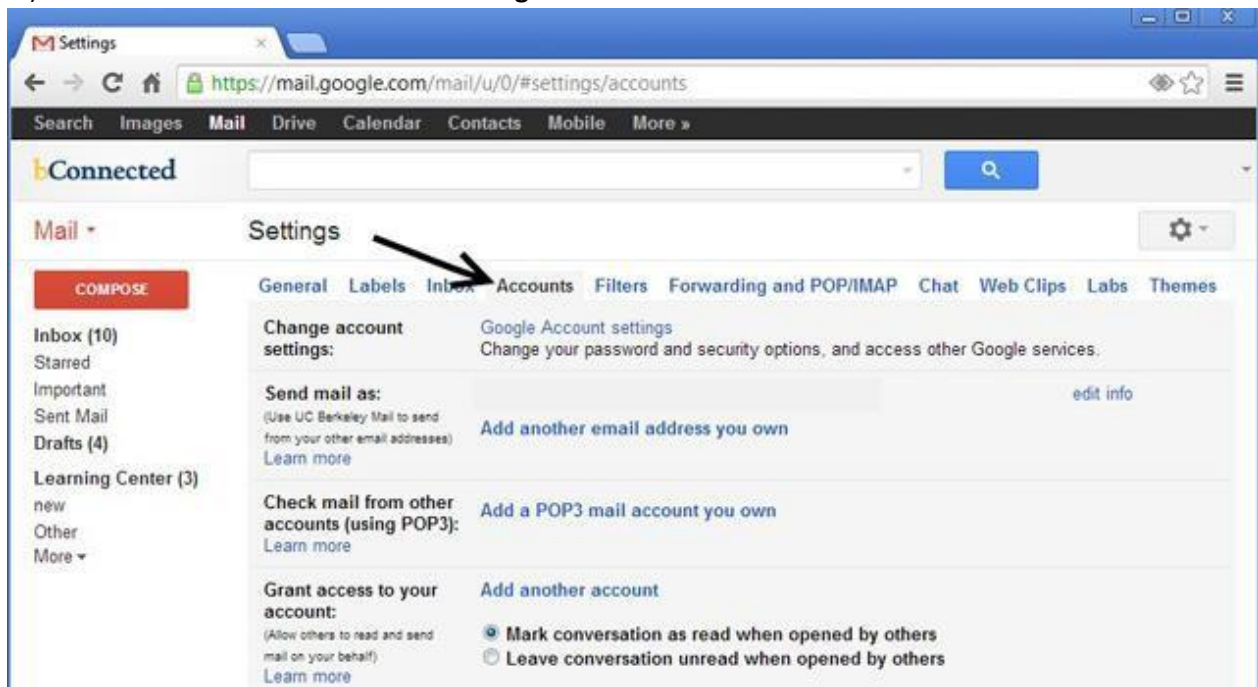
1.) Click the **gear icon** in the upper right corner of your bConnected account page.



2.) Select **Settings** from the drop down menu.



3.) Select the **Accounts** tab from the **Settings** menu.



4.) Next to the **Grant access to your account** section, click the **Add another account** link.

5.) To the right of **Email address**, enter the email address of the person you want to provide access to your account with.

**Note:** *the email addresses to be added can only end with @haas.berkeley.edu or @berkeley.edu extensions. Other email (@gmail.com, @outlook.com, @yahoo.com, etc.) will not be accepted.*

6.) Click the **Next Step** button



7.) If the displayed email address is correct, click the **Send email to grant access** button.

8.) A confirmation email will now be sent to the address specified. The recipient must open the letter then click the verification link to be granted access as a delegated account.

Once this has been done, these users may now access your bConnected account.