



## Active Directory – Shared Mailboxes, Calendars & Delegated Permissions

If you share a mailbox or calendar with other staff members who are **not** being migrated to the new Active Directory at the same time as you, your connection will break.

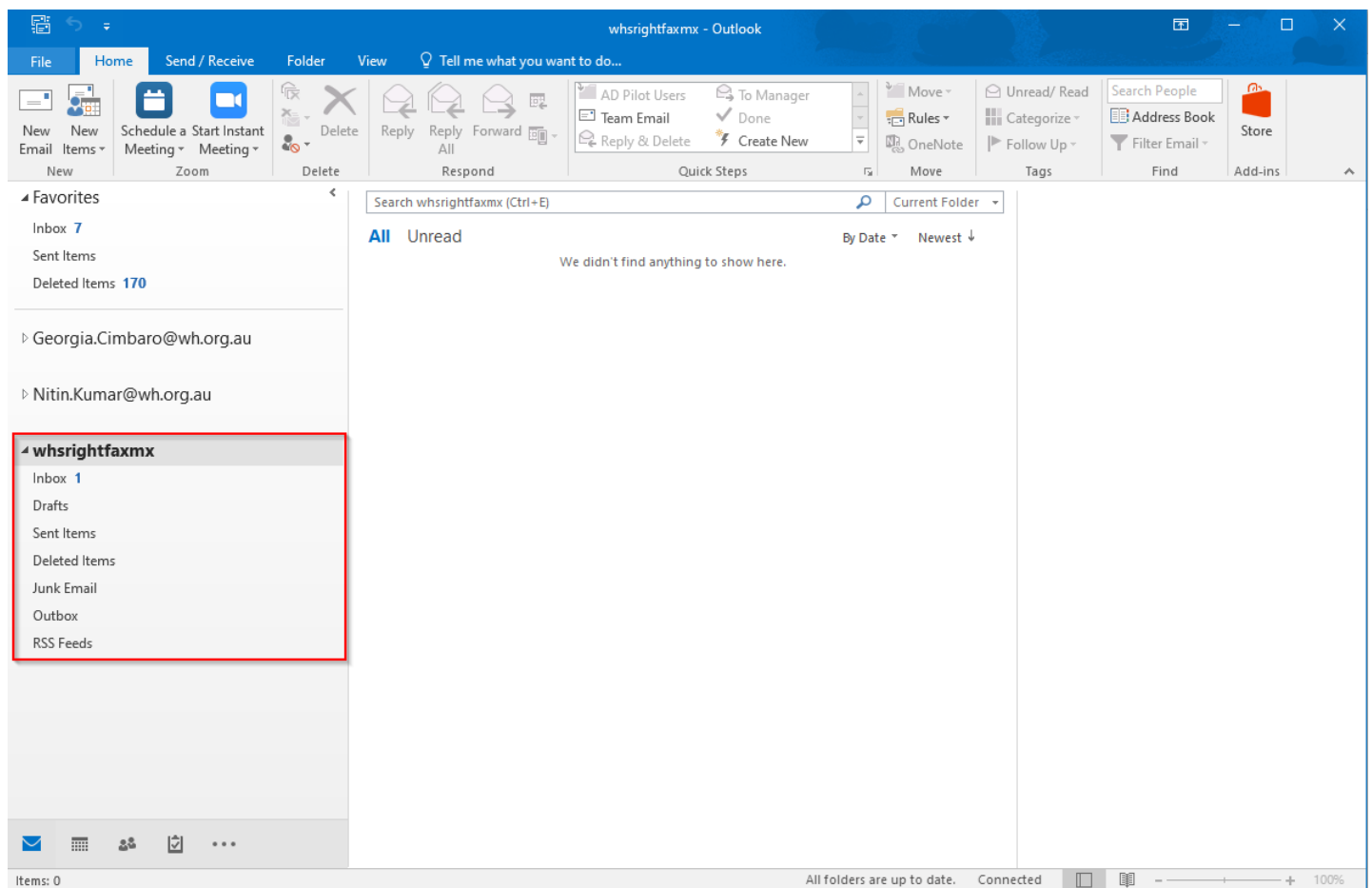
Following your migration to the new Active Directory you will no longer have access to mailboxes and calendars on the old Active Directory. This connection will be automatically restored when all users sharing the mailbox or calendar have been migrated.

Please use this Quick Reference Guide to identify if you will be affected.

### Shared Mailboxes & Delegated Permissions

If you are migrated to the new Active Directory and share a mailbox with a user who is on the old Active Directory, your connection will break. This means you will no longer have access to their mailboxes and they will no longer have access to yours.

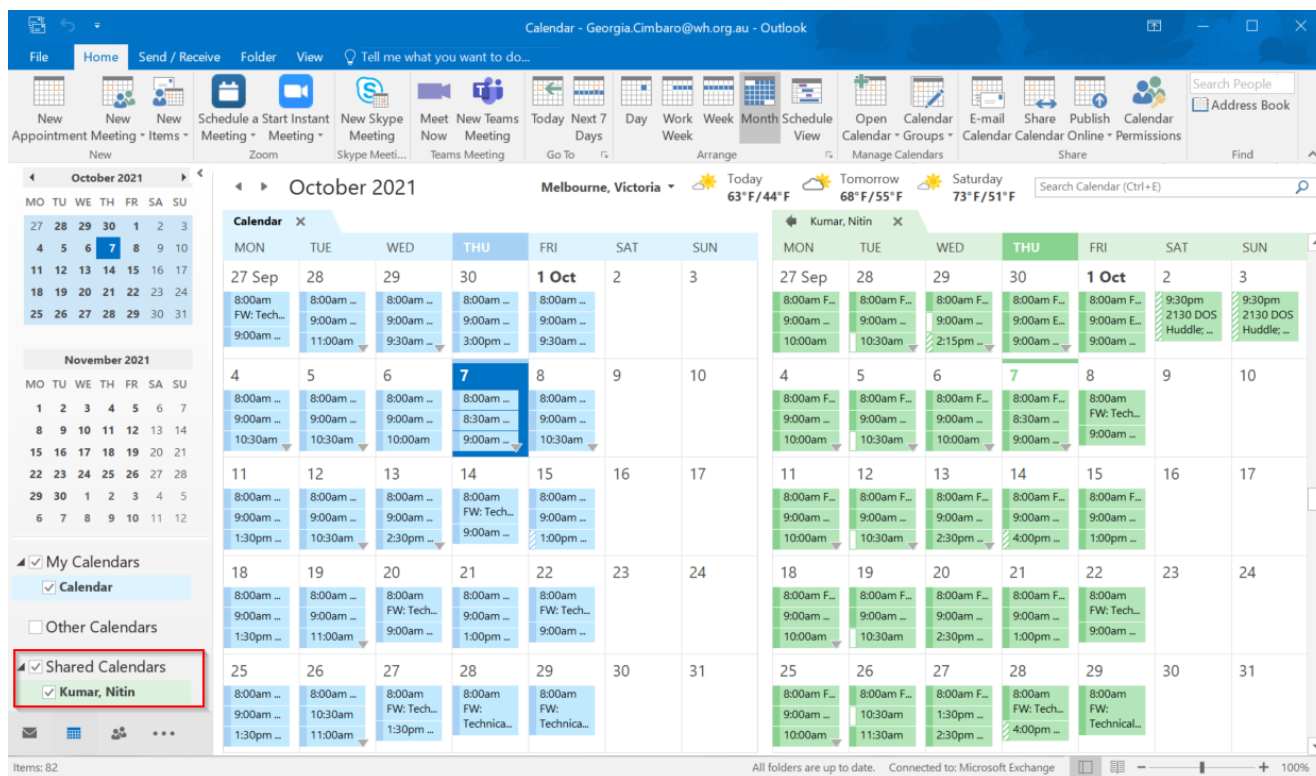
An example of a shared mailbox is shown below:



## Shared Calendars

If you are migrated to the new Active Directory and share a calendar with a user who is on the old Active Directory, your connection will be broken. This means you will no longer have access to their calendars and they will no longer have access to yours.

An example of a shared calendar is shown below:



### Important things to note;

- If your shared mailbox/calendar connection is broken, it will not be restored until all users of the shared mailbox/calendar are migrated to the new Active Directory
- Once all shared users are migrated the connection will be restored automatically
- Migrations are scheduled between November 2021 through June 2022. Most non-clinical staff will be migrated before January 2022.
- If you have any queries relating to how this migration affects you, please email [WHS-EMRTechnicalTeam@wh.org.au](mailto:WHS-EMRTechnicalTeam@wh.org.au)