

# Administer Exchange Resources

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### Question

I am an administer for Exchange resources. How do I provide permissions for others to access our departmental resources?

### Answer

If you are administering resources in Exchange, they are administered through Outlook Web Access (OWA) using Internet Explorer which provides more granular settings. IS&T creates the resources (conf rooms, devices/equipment or shared resources) and applies permissions on the server. For detailed instructions, please see the Resource creation, Administration and Use section located within the Exchange Calendaring Help Wizard:

<http://ist.mit.edu/exchange-calendar-wizard>