How does a supervisor request temporary access to an employee's Gmail account?

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There are situations when a supervisor might need temporary access to an employee's Gmail account during times of prolonged absences e.g. separated employees or employees out on extended sick leave or vacation.

1. If possible, the employee can grant access to his/her Gmail account by following this FAQ.
2. If the employee is unavailable to grant access themselves, the supervisor can request access by contacting the IT Service Desk.
3. The following information will be needed:
   a. Supervisors name
   b. Supervisor’s username
   c. Employee name
   d. Employee NinerNET username
   e. Reason for access

Related FAQs

- How does a supervisor request temporary access to an employee's Gmail account?
- How do I set up “Send mail as” permissions for an account I am a delegate for?
- How can I get removed from the ResearchStudyAnnouncement(2)-group emails?
- What is a filter and how do I create one in Gmail?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?