Add Delegate Access in Outlook

To give a user access to your Calendar or email, they need to be added as a Delegate to your Mailbox.

- 1. Select File
- 2. Select Account Settings
- 3. Select Delegate Access



4. Select Add to add the Delegate's name



- 5. Search for the Delegate's Name by typing it in
- 6. Select the Delegate
- 7. Select Add to add it

8. Select OK



NLPS, Information Technology Department

9. The Default is Editor access for the Calendar, but it can be changed to Author or Reviewer.

his d	Calendar	Editor (can read, crete, and modify it	ems) 9
	🔽 Delegat	None Reviewer (can read items)	ent to m
Ż	Tasks	Author (can read and create items) Editor (can read, create, and modify ite	ems)
	Inbox	None	
:	Contacts	None	~
	Notes	None	~
Auto	matically ser	nd a message to delegate summarizing	these permissions

- 10. User can add more access for the Inbox or Contacts for the Delegate if required
- 11. Default for Sending a message to Delegate and Delegate can see private items is the boxes are unchecked. If you want to give more access, then check these boxes.
- 12. Select OK
- 13. Select OK
- 14. There is now a delegate with access to your Calendar and/or Mailbox. Select OK. $$^{\tt Delegates}$$

	SD68 User	Add		
	-	Remove		
		Permissions.		
		Properties.		
	Deliver meeting requests addressed to me and responses to meeting requests where I am the organizer to:			
	 My delegates only, but send a copy of responses to me (recommended) 	f meeting requests and		
	O My delegates only			
	@ the delementary and may			

Your Delegate closes Outlook and Opens it again and can now select your Calendar in their Outlook.

