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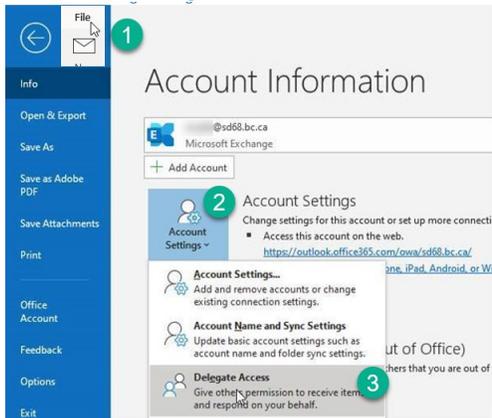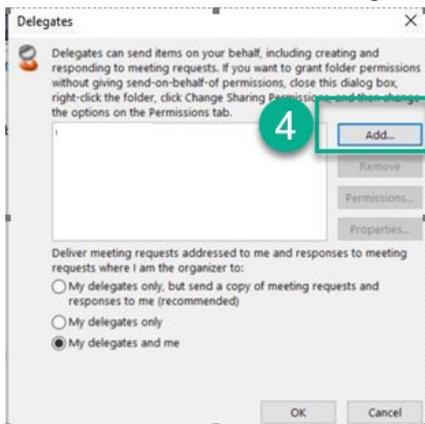
To give a user access to your Calendar or email, they need to be added as a Delegate to your Mailbox.

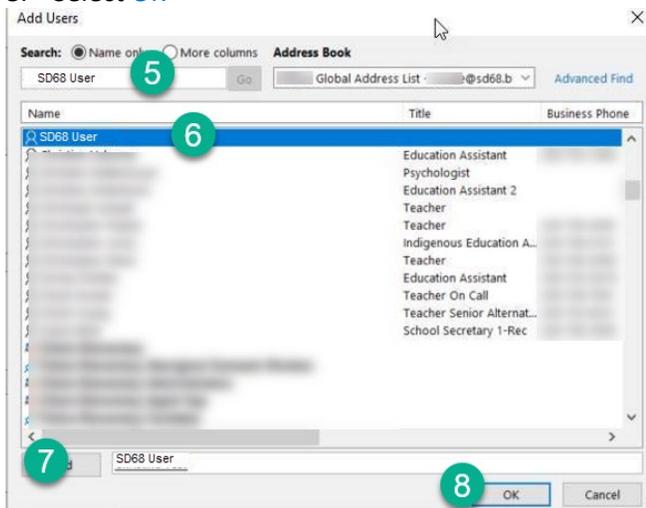1. Select File
2. Select Account Settings
3. Select Delegate Access
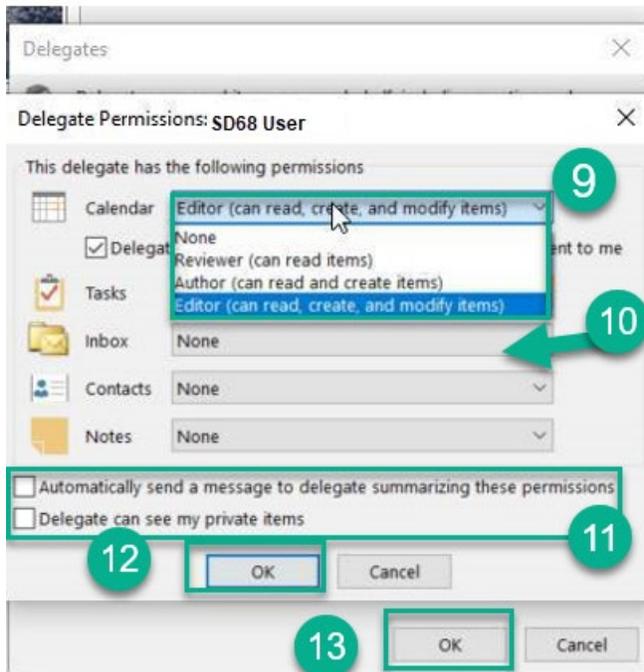

4. Select Add to add the Delegate's name

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

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

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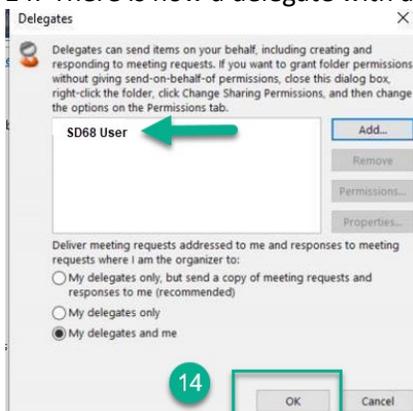
Your Delegate closes Outlook and Opens it again and can now select your Calendar in their Outlook.