

Delegate Access

Page 1 of 6

Delegate access is used to grant another user access to your folders, e-mail, meeting requests, and calendar. Delegates may be granted permission to read, create, or modify items.


 **Note:** Delegates must use the same version of the Outlook client.

Assigning Delegate Access


1. On the File tab, click **Account Settings**.
2. Click **Delegate Access**.
3. Click the **Add** button.
4. Search for and select the person to be granted delegate access.
5. Click the **Add** button.

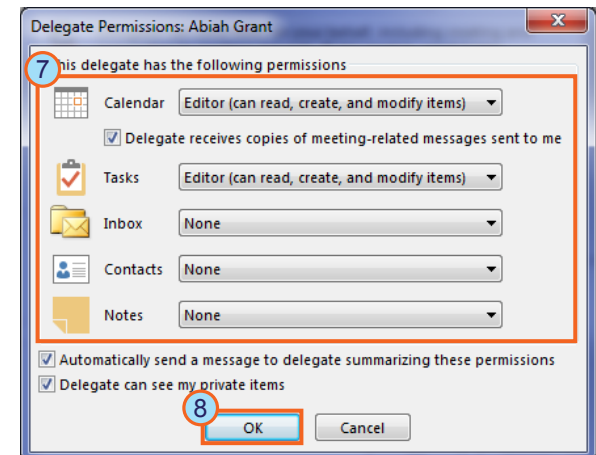
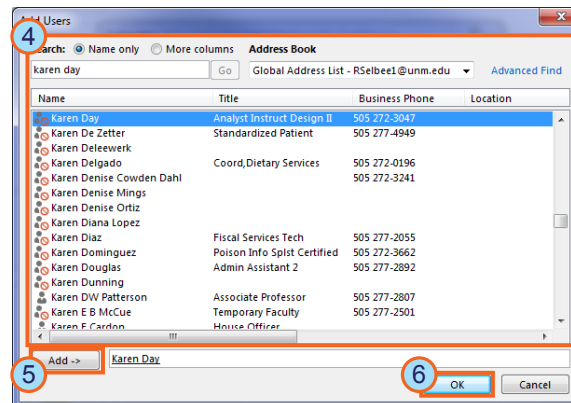
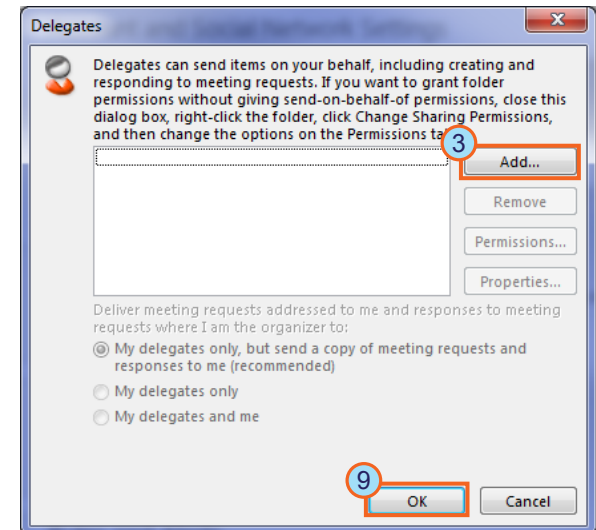
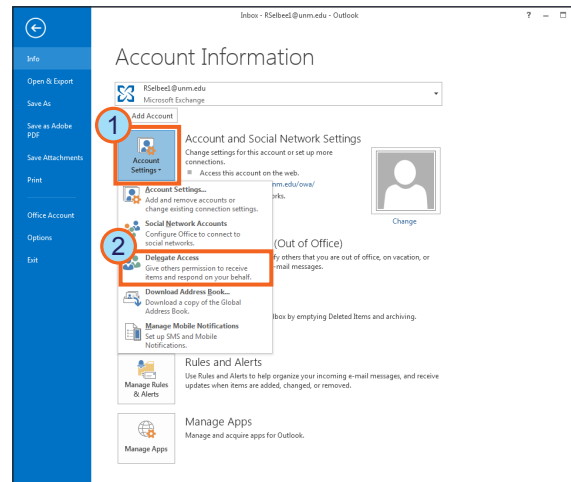
 **Tip:** Repeat steps 4-5 to select additional delegates.


6. Click the **Ok** button.
7. Define delegate permissions.

 **Tip:** To send a message to notify the delegate of permissions, select the Automatically send a message to delegate summarizing these permissions check box.

8. Click the **Ok** button.
9. Click the **Ok** button.

 **Note:** Messages sent with Send on Behalf permissions include both the delegate's name and your name in the from field.



 **Caution!** You should not rely on the Private feature to prevent other people from accessing the details of your appointments, contacts, or tasks. A person who is granted Reviewer (can read items) permission to access your folders could use programmatic methods or other e-mail programs to view the details of a private item.