
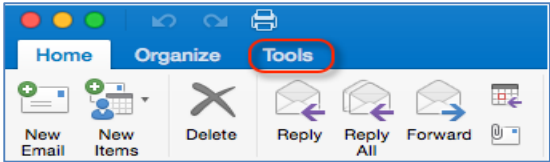
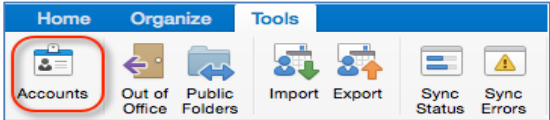
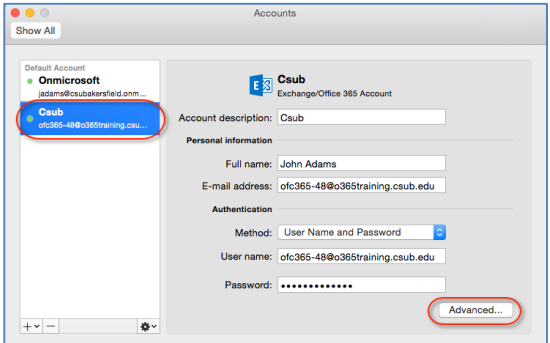
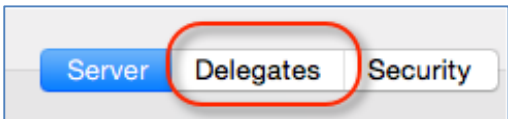

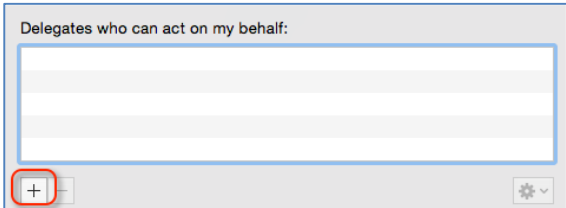
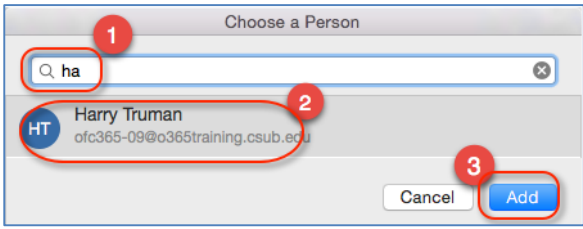




Granting Delegate Access (Mac)

Depending on your work environment, you may need to give others permission to receive items and respond to items on your behalf. Outlook refers to this process as delegating access. You can delegate access to your calendar, tasks, Inbox, Contacts, and Notes. These instructions will guide you in this delegating access to your calendar.

1. Open Outlook 2016	
2. To delegate access, click Tools	
3. On the Tools tab, click Accounts	
4. On the Accounts page, <ul style="list-style-type: none">• Select the account you want to add a delegate to• Click Advanced	
5. At the top of the menu, click Delegates	
6. Under Delegates who can act on my behalf, click the Add  button	
7. On the Search for People page, <ul style="list-style-type: none">• Start typing the person's name• Select the person from the search results• Click Add	

8. On the **Permissions** screen,
- Set the calendar permission to **Editor**
 - Check whether or not you want the Delegate to receive your meeting invites (recommended)
 - Check **Send permissions summary**
The delegate will receive an email with the access permissions you assigned
 - (Optional) Check delegate can see my private items
 - Click **OK**

Permission levels

- *None – No access*
- *Reviewer – Can read items*
- *Author – Can read and create items*
- *Editor – Can read, create, and modify items*

Permissions: Harry Truman

Calendar: Editor (Can Read, Create, Modify Items)

☒ Delegate receives meeting invites

Tasks: None

Inbox: None

Contacts: None


Notes: None

☒ Send permissions summary

Send message to delegate summarizing any updates to permissions.

☐ Delegate can see my private items

Cancel OK

9. Next,
- Select how you want meeting-related messages handled, such as **My Delegates and Me**
 - Click **Ok**
- If necessary, you can add more delegates by clicking Add, *

Server Delegates Security

Delegates who can act on my behalf:

Harry Truman <ofc365-09@cs365training.csu.edu>

+ -

Send my meeting-related messages to:

My Delegates and Me

People I am a delegate for:

+ -

Cancel OK