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 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,
   - 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,
   - 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

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, +