Granting Delegate Access

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 the **File** tab

3. On the **Account Information** page, click **Account Settings** (center of page)

4. From the menu, click **Delegate Access**

5. On the **Delegates** screen, click **Add**

6. On the **Add User** screen,
   - Locate and select the person that you want to designate as your delegate
   - Click the **Add** button
   - Click **OK**
7. On the **Delegate Permissions** screen,
   - Set the permission levels for calendar

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

8. At the bottom of the screen,
   - Select the **Automatically send a message to delegate summarizing these permissions** check box

   *The delegate will receive an email with the access permissions you assigned.*
   - Click **OK**

9. The selected delegate will appear on the Delegates screen. Next,
   - Select the delivery option for meeting requests and responses
   - Click **OK**

   *If necessary, you can add more delegates by clicking Add.*

10. Click the **button to return to your previous page.**