
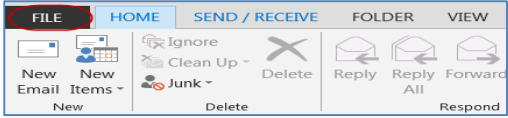
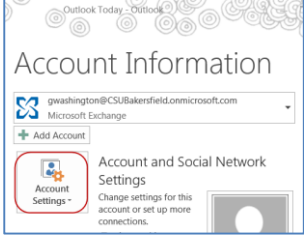
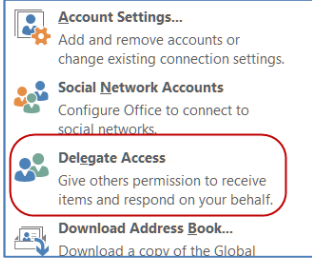
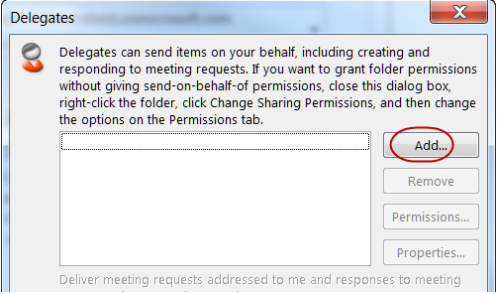
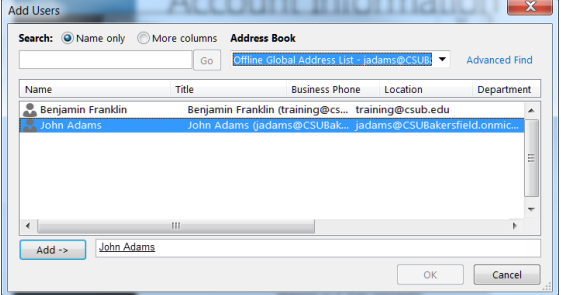




Granting Delegate Access

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.

<p>1. Open Outlook 2016</p>	
<p>2. To delegate access, click the File tab</p>	
<p>3. On the Account Information page, click Account Settings (center of page)</p>	
<p>4. From the menu, click Delegate Access</p>	
<p>5. On the Delegates screen, click Add</p>	
<p>6. On the Add User screen,</p> <ul style="list-style-type: none"> • 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*

This delegate has the following permissions

Calendar	Editor (can read, create, and modify items)
Tasks	Reviewer (can read items)
Inbox	None
Contacts	None
Notes	None

Delegate receives copies of meeting-related messages sent to me

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**

Automatically send a message to delegate summarizing these permissions

Delegate can see my private items

OK Cancel

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**.*

Delegates can send items on your behalf, including creating and responding to meeting requests. If you want to grant folder permissions without giving send-on-behalf-of permissions, close this dialog box, right-click the folder, click Change Sharing Permissions, and then change the options on the Permissions tab.

John Adams

Add...
Remove
Permissions...
Properties...


Deliver meeting requests addressed to me and responses to meeting requests where I am the organizer to:

My delegates only, but send a copy of meeting requests and responses to me (recommended)

My delegates only

My delegates and me

OK Cancel

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