

lssue

How to grant another person access to your mailbox or calendar.

<u>Step 1</u>

Open Outlook and go to File.



<u>Step 2</u>

Go to Info > Account Settings > Delegate Access.



<u>Step 3</u>

Click Add > search by user's name > double click the user's name so it appears in 'Add' textbox > click OK.



<u>Step 4</u>

Set the Inbox Permissions per your preference:

- 1. Reviewer (can read items)
- 2. Author (can read and create items)
- 3. Editor (can read, create and modify items)

<mark>Then click OK.</mark>

NOTE – You can also grant similar permissions for your Calendar, Tasks, Contacts and Notes, as well as permissions to view your private items.

Delegat	e Dermissio	ns: Lett Glenn		
This delegate has the following permissions				
•	Calendar	Editor (can read, create, and modify items) $$ $\!$		
Delegate receives copies of meeting-related messages sent to me				
2	Tasks	Editor (can read, create, and modify items) $ \lor$		
	Inbox	None ~		
2=	Contacts	None Reviewer (can read items) Author (can read and create items)		
	Notes	Editor (can read, create, and modify items) None		
Automatically send a message to delegate summarizing these permissions				
Delegate can see my private items				
		OK Cancel		

Set the Inbox permissions per your preference:

Reviewer (can read items)
 Author (can read and create items)
 Editor (can read, create and modify items)

Then click OK.

NOTE -- You can also grant similar permissions for your Calendar, Tasks, Contacts and Notes, as well as permissions to view your private items.

<u>Step 5</u>

Check to see that the person you added appears on the Delegates list.

Then click OK to save your changes.

Deleg	ates	×		
2	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.			
	Lott, Glenn	Add		
		Remove		
		Permissions		
		Properties		
	Deliver meeting request, addressed to me and responses to meeting requests where I am the organizer to:			
	 My delegates only, but seed a copy of meeting requests and responses to me (recommended) 			
	My delegates only			
	○ My delegates and me			
	ОК	Cancel		

Check to see that the person you added appears on the Delegates list.

Then click OK to save your changes.

<u>Step 7</u>

Have the person you granted permissions to verify that they can access your mailbox from their own Outlook, and/or have them send a test email on your behalf.

'Send on Behalf' Emails will appear in this format: <Last Name, First Name> on behalf of <Your Name>.

Your mailbox will appear in the other person's Outlook as another mailbox they can access.

Have the person you granted permissions to verify that they can access your mailbox from their Outlook, and/or have them send a test email on your behalf.



▲ Fulgencio_Jericho@rsccd.edu Inbox Drafts [11] Sent Items Deleted Items 168 Conversation History Junk Email Outbox RSS Feeds Search Folders Missed Calls Missed Conversations Voice Mail ITS Help Desk Inbox Sent Items Deleted Items Junk E-mail [1] Outbox Drafts WebHelpDesk

Your mailbox will appear in the other person's Outlook as another mailbox they can access.