



When you add a delegate in Outlook you are granting permission for another person to receive and respond to email messages and meeting requests on your behalf. You can also grant permissions that allow your delegate to read, create, or edit items in your Exchange account. NOTE: you should not assign more than one delegate.

- 1) On the **Tools** menu click **Accounts**
- 2) Click **Advanced**
- 3) Under *Delegates who can act on my behalf* click **Add**
- 4) Type the name of the person you want to add as a delegate and click **Find**
- 5) Select the name from the list and click **Ok**
- 6) Choose the permission levels and click **Ok**

In order for your delegate to access your account he/she must follow these steps in Outlook:

- 1) On the **Tools** menu click **Accounts**
- 2) Click **Advanced** and then click the **Delegates** tab
- 3) Under *People I am a delegate for* click **Add**
- 4) Type the name of the person you want to add as a delegate and click **Find**
- 5) Select the name from the list and click **Ok**