



Add a Delegate in Outlook 2010 - Windows

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) Click **File** from the Outlook menu
- 2) Select **Account Settings** and select **Delegate Access**
- 3) Click **Add**
- 4) Type in or select the name of the person you want to add as delegate and click **Ok**
- 5) Choose the permission levels and click **Ok**
- 6) Select the name from the list and click **Ok**
- 7) Choose the permission levels and click **Ok**
- 8) Choose where you want your meeting requests/responses to be delivered and click **Ok**