



Add Someone as a Delegate in Outlook for Windows

- Click File in the upper left corner
- Click the large button that says Account Settings, and select Delegate Access
- Click the Add button
- Find the user's name out of the list that you'd like to add as a delegate, double click it, then click Ok
- On the next screen, select the permission level's that you would like to give this person, then click Ok
- Choose an option for where you would like your meeting requests and responses to be delivered to (you, you and your delegate or just your delegate). Then click Ok
- That's it!