

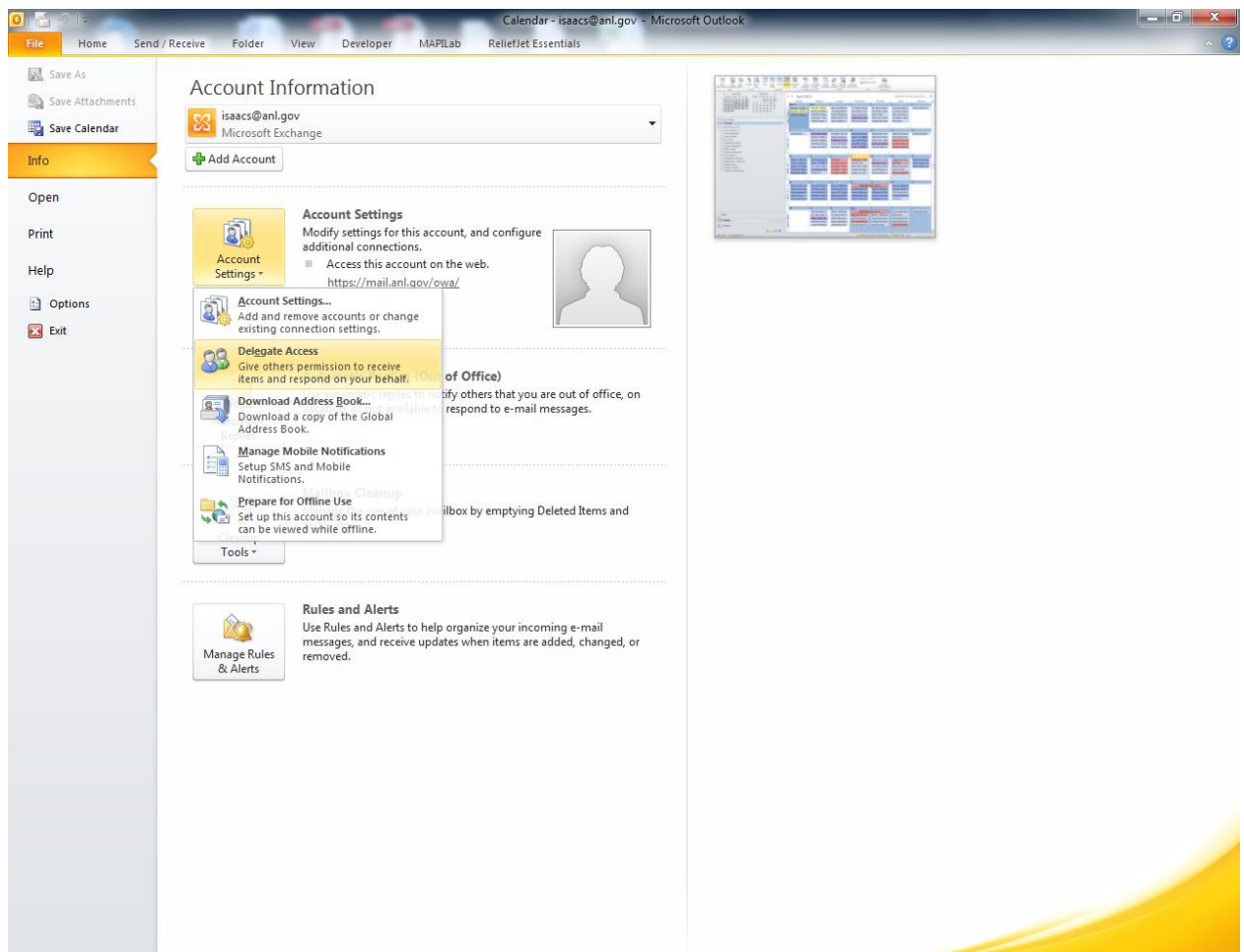
Add or Remove Delegate access through Outlook 2010 for Windows

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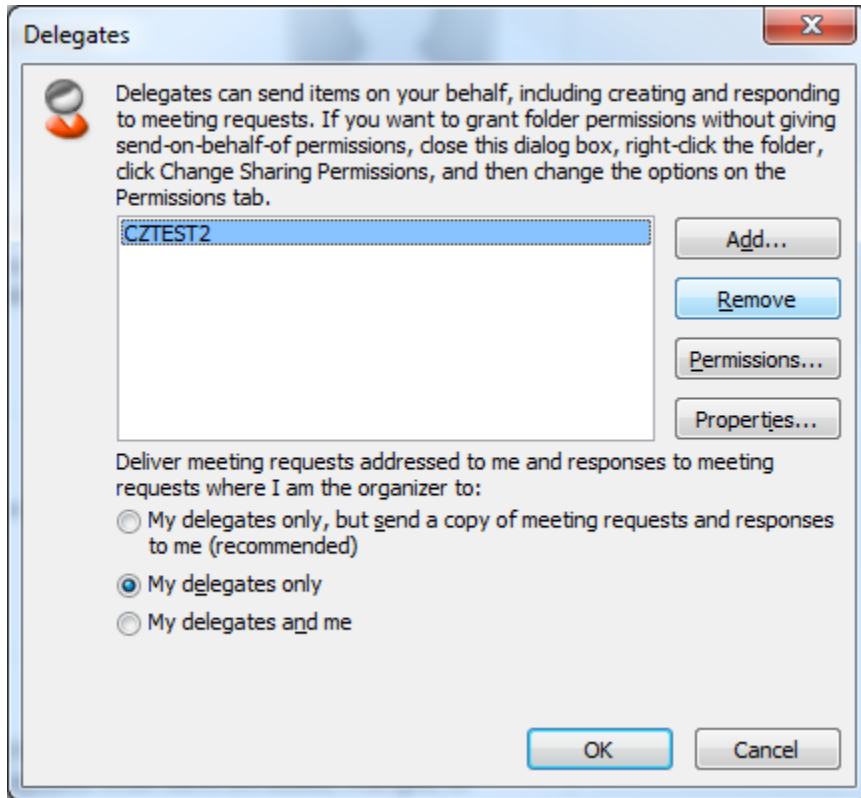
Note: performing this action requires full access to the mailbox you intend to modify. If you do not have full access to the mailbox in question, please contact the helpdesk.

Delegate access allows you to give another access to Calendar, Inbox, and several other areas of your mailbox. Additionally, you can opt to have delegates receive copies of your meeting requests directly to their personal Inbox. They can also respond to meetings on your behalf.

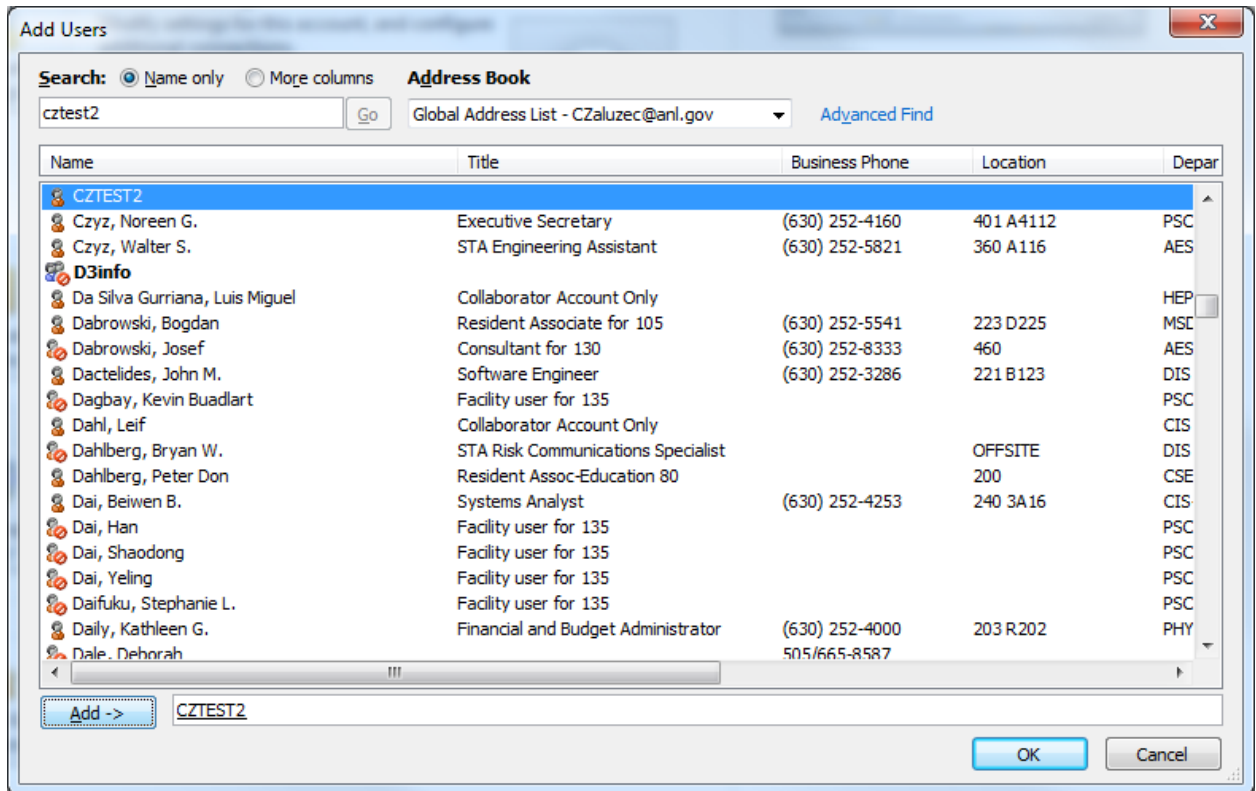
1. Open Outlook 2010 and click on the "File" tab. From the "account settings" button, choose "delegate access".



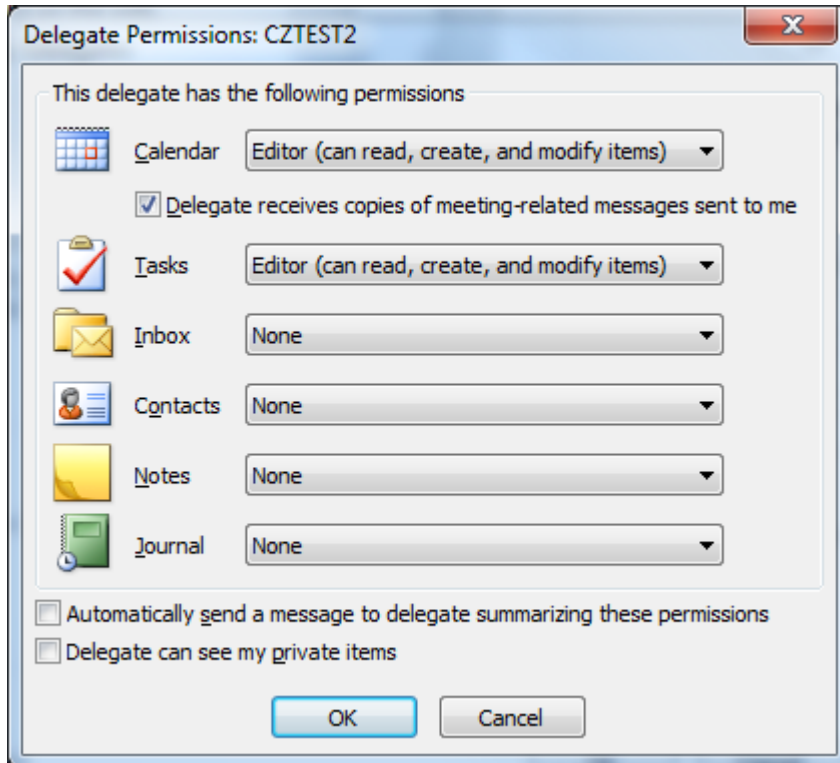
2. To remove a delegate, Highlight the entry you would like to remove, and click "Remove".



3. To Add a Delegate, click the “Add button”. Search the global address list for the user or users you would like to add. When you find the appropriate user, highlight them and click the “Add→” button. Click “OK” when you are done.



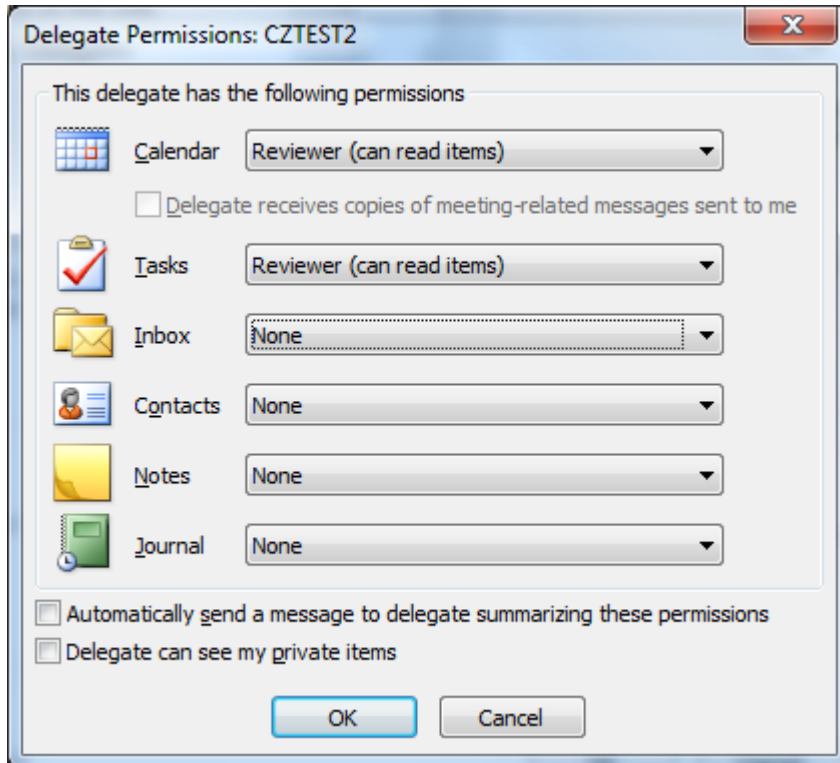
4. On the next screen, assign the desired permissions. By default, Delegates receive edit rights to your Calendar and Tasks. It is recommend that if you grant access to tasks if you intend to grant access to the Calendar, as the two repositories are linked for certain functions. Not also that by default delegates are set to receive copies of meetings which are sent to you. You can disable this feature by unchecking the related checkbox.



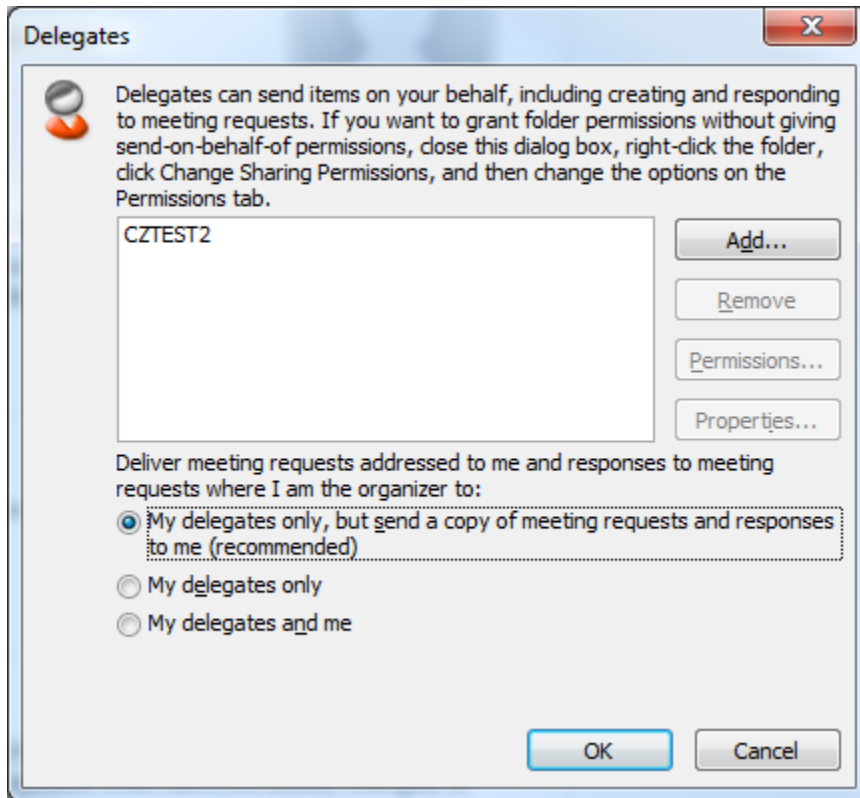
5. There are four permissions options for each folder. None (No access), Reviewer (Read-only access), Author (can read and create items), and Editor (can read, create, and change items that they didn't create).

Below is an example of the settings necessary to grant read-only access to your calendar.

Once you have set the permissions to your liking, click "OK".



6. If you had configured a delegate to receive copies of your meeting-related messages, you will have the option on the next screen to modify who receives copies of the meeting requests. Choose the preferred option of the three as shown below.



7. You can add additional delegates by repeating the steps outlined in this document. each delegate can have a unique set of permissions if so desired. When you are done, click OK to exit the delegate access window.