

Giving Permissions to other Outlook Users

About Delegate Access

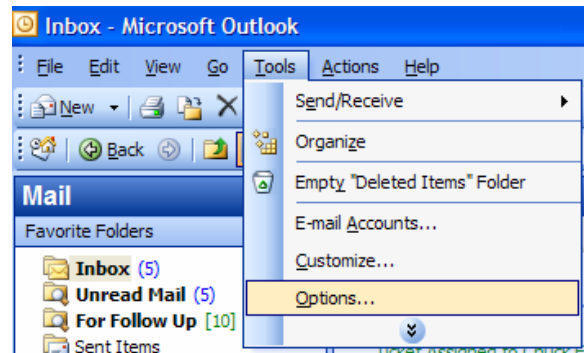
Just as you might have an assistant who helps you manage your incoming paper mail, Microsoft Outlook provides similar functionality by making it possible for you to give another person access to your Inbox and any other Outlook folder you want. The process of granting someone permission to open your folders, read and create items, and respond to requests for you is called delegate (**delegate:** *Someone granted permission to open another person's folders, create items, and respond to requests for that person. The person granting delegate permission determines the folders the delegate can access and the changes the delegate can make.*) access.

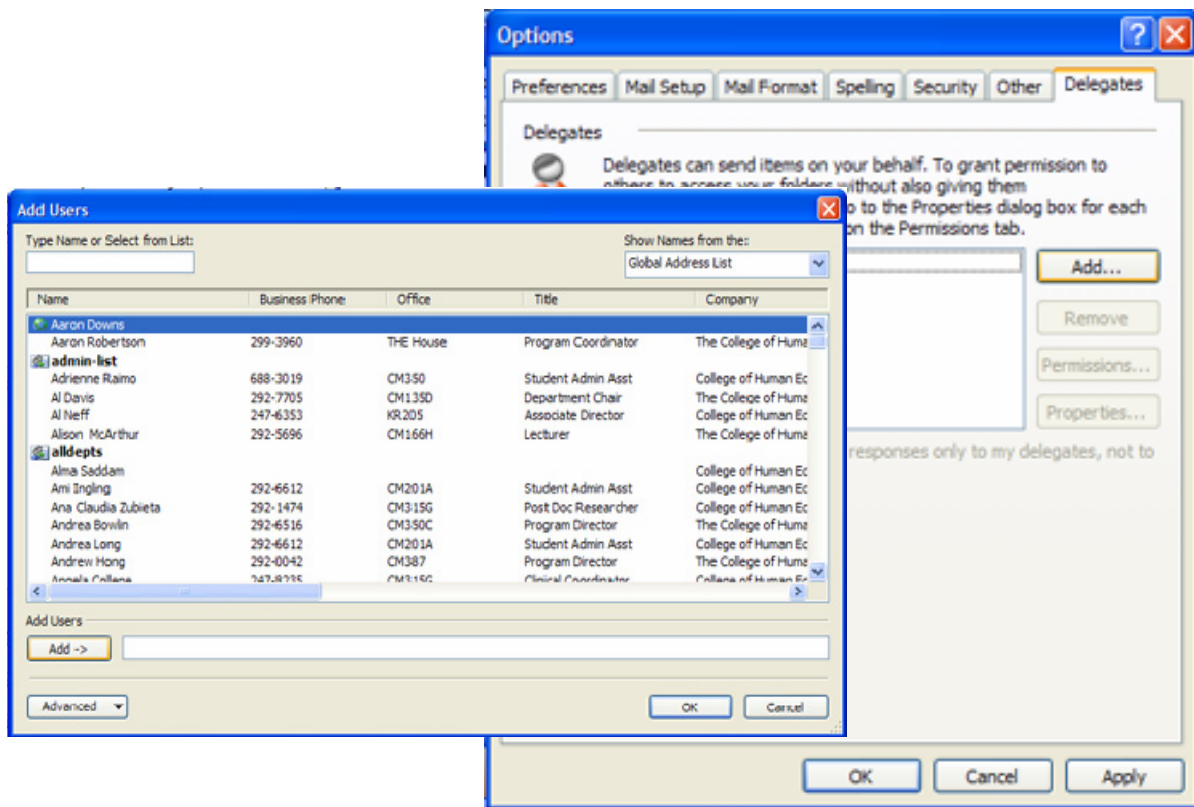
As the person granting permission, you determine the level of access the delegate has. You can give a delegate permission to read items in your folders, or to read, create, modify, and delete items. You can give a delegate permission to send mail and to respond to mail on your behalf. The delegate can also organize meetings on your behalf and respond to meeting requests and task requests sent to you. By default, if you grant someone access to your folders, that delegate has access to the items in the folders, except items marked private. You must grant additional permissions to allow access to private items.

Sharing your Calendar using Delegates

1. On the **Tools** menu, click **Options**, and then click the **Delegates** tab.
2. Click **Add**.
3. In the **Type name or select from list** box, enter the name of the delegate you want to set permissions for.

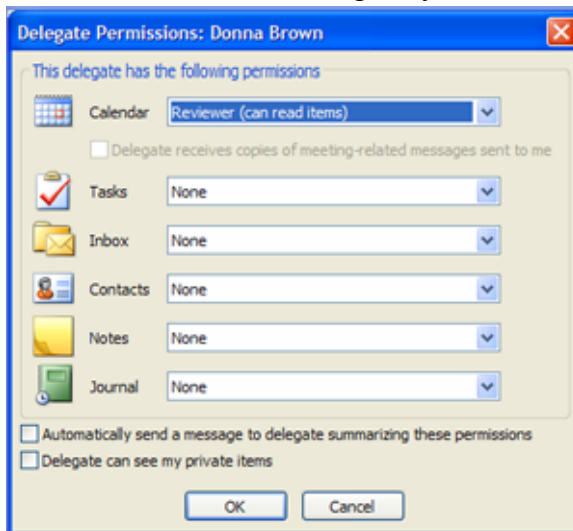
To add multiple delegates simultaneously, hold down CTRL and click names in the **Name** list below. The permissions you select will apply to all of the delegates.





The levels of permission that a delegate can be granted are as follows:

- Author** As a delegate, you can read and create items, and modify and delete items you create. For example, a delegate can create task requests and meeting requests directly in the manager's **Task** or **Calendar** folder, and then send either item on the manager's behalf.
- Editor** As a delegate, you can do everything an **Author** can do, plus modify and delete the items the manager created.
- Reviewer** As a delegate, you can read items; for example a delegate with **Reviewer** permission can read messages in another person's **Inbox**.



Note With author or editor permissions, the delegate has send-on-behalf-of permission. Sent messages contain both the manager's and delegate's names. Message recipients see the manager's name in the **Sent On Behalf Of** box and the delegate's name in the **From** box.

If a delegate needs permission to work with meeting requests and responses only, the manager can select the user on the **Delegates** tab (**Tools** menu, **Options** command), click **Permissions**, and then select the **Delegate receives copies of meeting-related messages sent to me** check box. The manager does not need to grant permission to their **Inbox**. Meeting requests and responses will go directly to the delegate's **Inbox**. The delegate will, however, need editor permission to the manager's **Calendar** folder, because once they respond to the meeting on behalf of the manager, the meeting is automatically added to the manager's **Calendar** folder.

1. Click **Add**, click **OK**, and then click a type of permission for each Microsoft Outlook folder you want the delegate to have access to.
2. Select any other options you want.