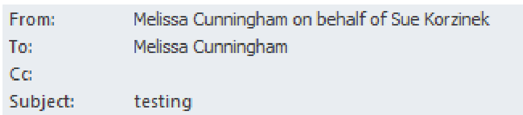
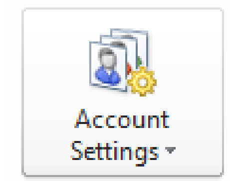
Assigning a Delegate to Handle E-mail and Appointments

You can designate someone to act as your delegate, meaning that he or she can take over your day-to-day Outlook operations: including sending e-mails, accepting meeting requests, canceling appointments and so on. When an e-mail or meeting requests by the delegate the recipient will see the following verbiage at the top of each message.

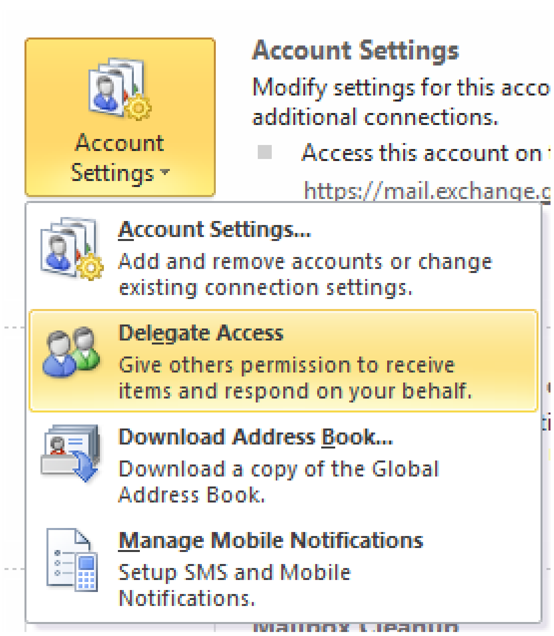


The owner of the account must give delegate access to the person who will manage their email account. To grant access:

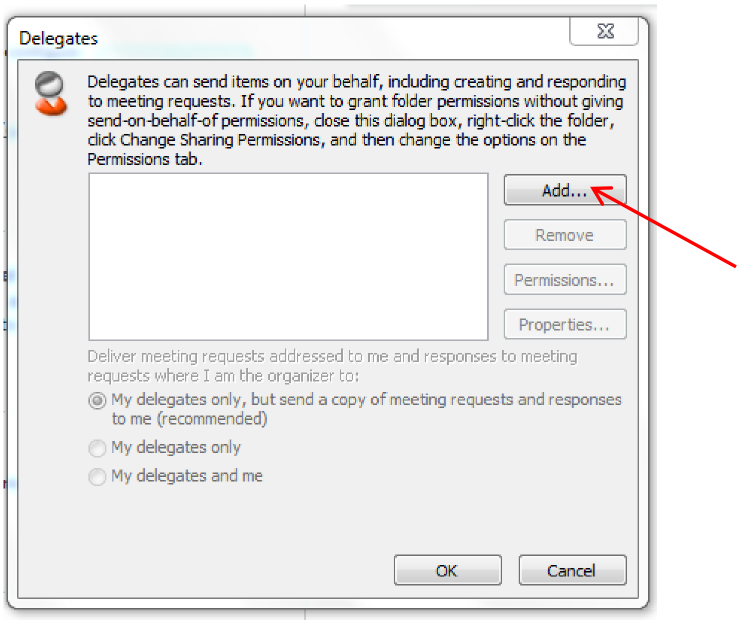
1. In the main view click on the 'File' Tab. Next, click on 'Account Settings':



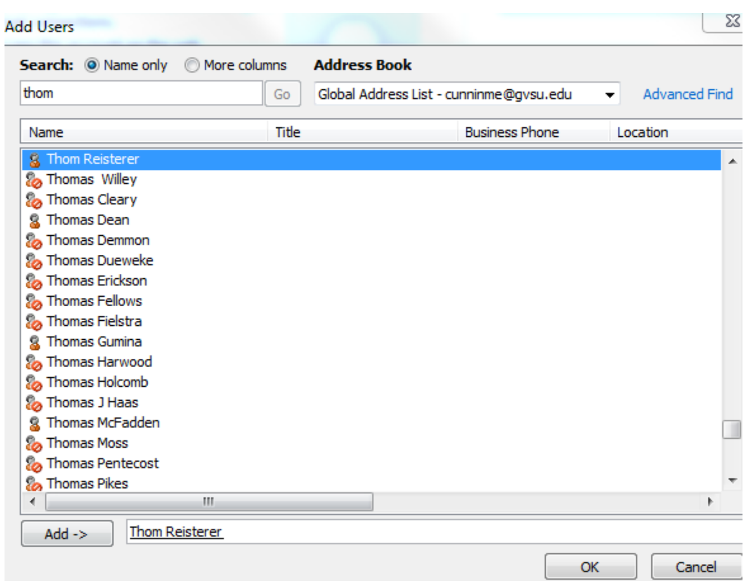
2. A drop down menu will appear – click on 'Delegate Access'.



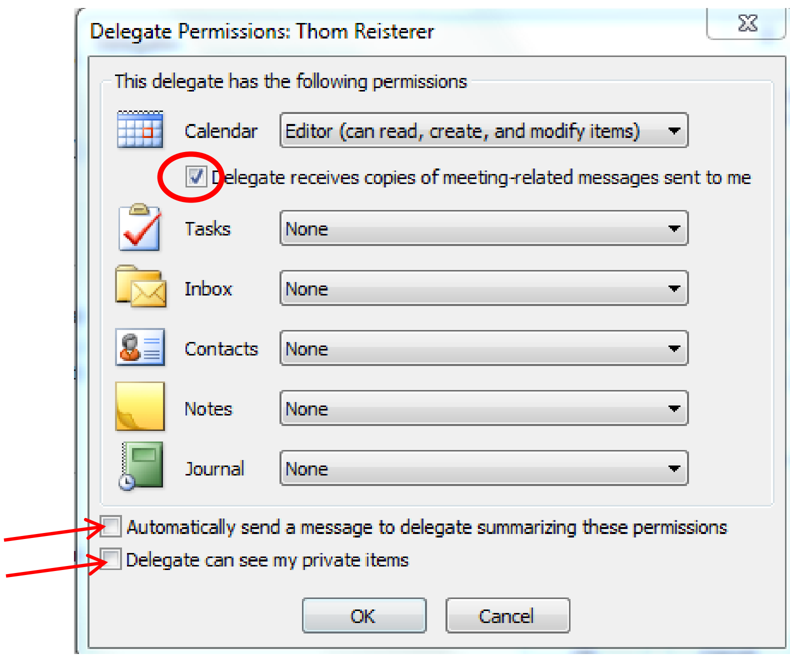
3. Click the Add button.



4. The 'Add Users' menu will appear to search the global address list for the person you wish to grant access. Search First name, Last name. When their name appears, highlight their name and either click Add or double click on their name. The name will appear at the bottom of the menu. Click 'OK'.



5. The Delegate Permissions dialog box appears. Choose the modules (such as Calendar, Tasks, etc.) you want to delegate to the people you've chosen and change their level of access as needed by selecting permission level from the appropriate drop-down list.
    a. **By default**, a delegate can reply to meeting requests and process meeting replies that the owner receives. Even though the inbox is set to None, if you select the 'Delegate Receives Copies of Meeting Related Messages Sent to Me' check box, your delegate automatically receives your meeting requests and replies in their inbox. If the delegate does not want to receive a copy of each meeting request, you will need to uncheck the delegate receives copies of meeting related messages box.



Here is what each permission level allows your delegate to do:

- None
- Reviewer – Delegate can only read the items
- Author – Delegate can read any item, create new items, and change or delete only the items he or she creates
- Editor – Delegate can read any item, create new items, and change or delete any item, even if the delegate didn't create the item.

6. To create a message to your delegate that summarizes the permissions you've just set, select the Automatically Send a Message to Delegate Summarizing These Permissions check box.

7. To allow your delegate to see items that you've marked as private, select the Delegate Can See My Private Items check box.

8. Click 'OK'.

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