

How to Set Up Delegates in Microsoft Outlook

Give someone delegate access

1. On the **Tools** menu, click **Options**, and click the **Delegates** tab.
2. Click **Add**.
3. Type the name for your delegate or select it from the **Name** list.
4. Under **Add Users**, click **Add ->**, and then click **OK**

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

The **Delegate Permissions** dialog box should appear.

5. You can accept the default permissions or you can set your own permissions.

Have meeting requests sent to your delegate, not you

1. On the **Tools** menu, click **Options**, and click the **Delegates** tab.
2. Select a delegate's name.
3. Select the **Send meeting requests and responses only to my delegates, not to me** check box.

Open and view a delegated Calendar

On the **Go** menu, click **Calendar**. Click **Open a Shared Calendar** in the Navigation pane.

Show or hide the calendar by selecting or clearing the calendar's check box under **Other Calendars**.

Note To view a shared calendar in a separate window, right-click it and click **Open in New Window**. If you want to hide your own, clear its check box under **My Calendars**.

Open and view a delegated Inbox

1. On the **File** menu, point to **Open**, and click **Other User's Folder**.
2. In the **Folder Type** box, select **Inbox**.
3. In the **Name** box, type the name or click the button to select the name from a list.
4. Click **OK** to open the delegated Inbox.

Set up a meeting on behalf of someone else

1. On the **Go** menu, click **Calendar**.
2. Under **Other Calendars**, select the check box for your boss's calendar.
3. In the boss's calendar, select the desired time period for the meeting.
4. Right-click the selected area and click **New Meeting Request**.
5. Add the details for the meeting and type or select the names of the people you would like to invite.
6. Click **Send**.

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Share your mailbox

1. On the **Go** menu, click **Mail**, and right-click the mailbox, which will look something like this



2. Click **Sharing**.
3. On the **Permissions** tab, click **Add**.
4. Type the name of your delegate or select it from the **Name** list. Click **Add->**.
5. Click **OK** to add the name to your permissions list.
6. On the **Permissions** tab, next to **Permission Level**, select the desired permissions.

Share a folder

Once you've shared your mailbox, you'll need to set permissions for each of the folders that you want to share. You cannot skip levels when sharing folders. For example, you cannot share a subfolder in the Calendar folder without first sharing the Calendar folder itself.

1. In **Folder List**, right-click the folder you want to share, and click **Sharing**.
2. Click **Add**. Type or select a name, add it, and select the permission level for the folder.

Open a shared mailbox

1. On the **Tools** menu, click **E-Mail Accounts**.
2. Click **View or change existing e-mail accounts**, and then click **Next**.
3. In the list, click the **Exchange** account type, and then click **Change**.
4. Click **More Settings**, and then click the **Advanced** tab.
5. Click **Add**, type the mailbox name of the person whose mailbox you want to add, and then click **OK**.
6. Click **Next** and click **Finish**.
7. On the **Go** menu, click **Folder List**.

The other person's mailbox should be now visible next to yours.