

Delegate Access allows one person to **act on behalf of another person**. The most common scenario where this is used is a manager and their assistant. The assistant may be responsible for maintaining the manager's schedule, including creating and responding to meeting requests, as well as responding to emails on the managers behalf.

This is different from folder sharing. Folder sharing allows you to grant different permission/access levels to specific mail folders, Contacts or Calendar. It does not allow the other person to act on your behalf.

When a delegate has Send on Behalf permissions, the delegate can compose an e-mail message and enter the manager's name in the From field. Recipients of the e-mail message will see the words *Delegate Name* on behalf of *Manager Name* next to From:.

Assigning a Delegate

From the **File** tab, click on **Account Settings** and then **Delegate Access**.

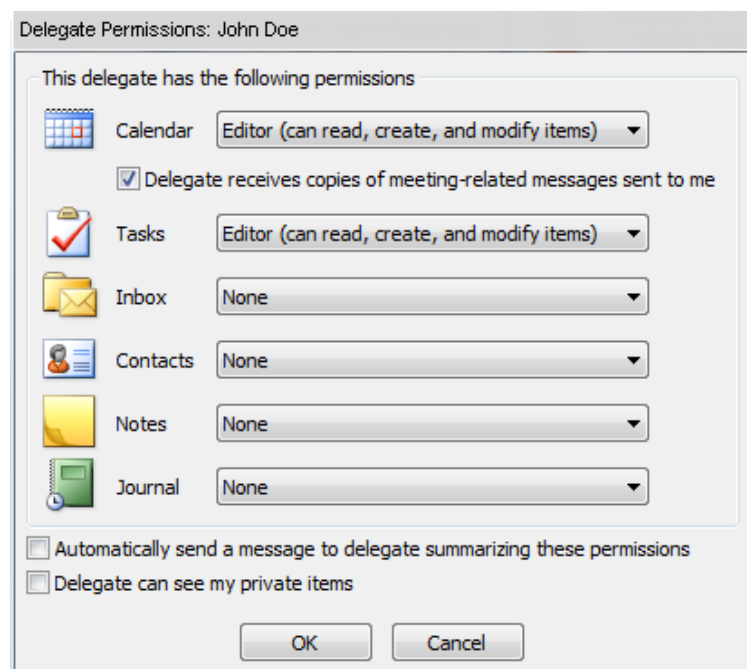
The Delegates dialog box is displayed.

Click on the **Add** button.

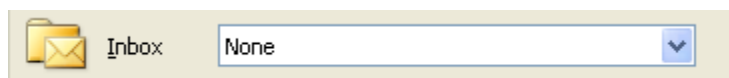
From the list of names, select the name of the person to grant access to and click on **Add**. If granting access to multiple people, continue to select names and click on **Add**. Once complete, click on **OK**.

The Delegate Permissions dialog box will be displayed. The default access gives the delegate Send on Behalf permissions and allows the delegate to :

1. Respond to meeting requests sent to you.
 2. Receive meeting request responses sent to you.
 3. Create and send email messages on your behalf.
- When received by the recipient the email message will show *delegate name* on behalf of *your name* next to the From field.



By default the delegate has No access to your Inbox. This means they cannot view any items in your Inbox.



If you want the delegate to have access to your Inbox, change the Inbox access from None to :

- Reviewer – read only access
- Author – can read and create items
- Editor – can read, create and modify items

IMPORTANT NOTE:

If you grant your delegate access to your Inbox, you need to share your mailbox and Inbox with them. Please see the following quick reference guides:

- Sharing Your Mail Folders – to learn how to share your mailbox and Inbox
- Accessing Shared Email Folders – for your delegate to accessed your Inbox

Select the checkbox **Automatically send a message to delegate...** to inform the delegate of the permissions they have been assigned.

- Automatically send a message to delegate summarizing these permissions
- Delegate can see my private items

Do **NOT** select **Delegate can see my private items** unless you want them to be able to see all private items in your mail, contacts, calendar and tasks.

Click on **OK** twice.

Changing Delegate Permissions

From the **File** tab, click on **Account Settings** and then **Delegate Access**.

The Delegates dialog box is displayed.

Highlight the name of the delegate to change and click on **Permissions**.

Change the permissions and click on **OK** twice to exit.

Deleting/Removing Delegate Permissions

From the **File** tab, click on **Account Settings** and then **Delegate Access**.

The Delegates dialog box is displayed.

Highlight the name of the delegate to delete and click on **Remove**.

Click on **OK**.