Delegate Access: Outlook 2011 for Mac

Microsoft Outlook can be used to allow another person delegation access to receive and respond to meeting requests or responses and to send email on your behalf. Other additional permissions which allow the delegate to read, create, or have full control over the mail can also be granted.

Setting Delegate Access

1. Open Microsoft Outlook
2. Select “Tools” on the menu bar; select “Accounts…”

The Account dialog box is displayed

3. Click the “Advanced” button in the lower right-hand corner.
4. Select the “Delegates” tab

5. Click the “+” button

6. Type in “last name” of delegate in search box; then click “Find” button

7. Select delegate’s name; click OK

The Permissions:….dialog box is displayed. As a Manager, you determine the level of access for the delegate.

8. The drop-down menu for each category provides the options of….
As Manager you also have the following choices:

- To allow the Delegate to receive copies of meeting-related messages sent to you.
  - Remove the “check mark” if you don’t want this option

- Check box if you want to notify Delegate of the permissions they have

- Check box if you want Delegate to view your private items...

**NOTE:** This is a global setting that affects all of your Exchange folders, including all Mail, Contacts, Calendar, Tasks, Notes, and Journal folders. You cannot allow access to private items in only on folder

9. Click OK