

Outlook 2010 - Granting Delegate Access to your Email

Outlook 2010 allows you to setup Delegate Access to your Inbox, Calendar, Tasks, Contacts, and Notes. Delegate Access allows the people you nominate to see, edit or send items on your behalf, including creating and responding to meeting requests.

If you experience difficulties, please contact the [IT Service Desk](#).

Selecting delegates

You can select multiple delegates to have access to your account, and individually set the level of access each delegate should have.

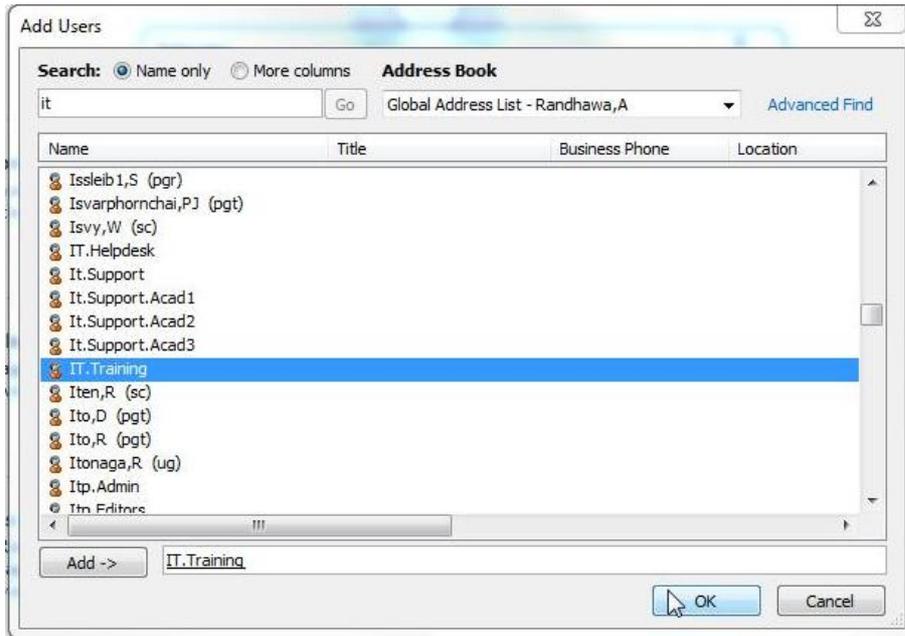
To create a new delegate:

1. Click **File tab | Info | Account Settings | Delegate Access**



2. Click **Add...** The Add Users dialog box will pop up

3. Select the username of the delegate(s) and click **Add**



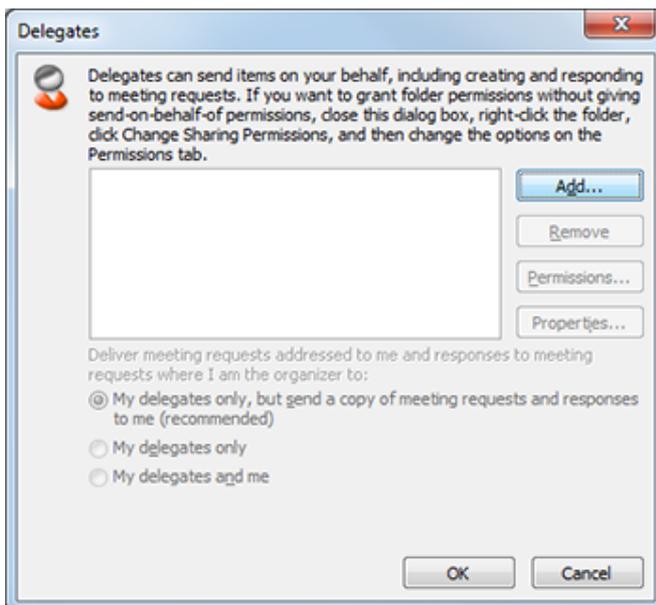
4. Click **OK**

Setting permissions

Once you've selected a delegate, you need to set the level and type of permission that delegate should have.

To set permissions:

1. Click **File | Info | Account Settings | Delegate Access**. The Delegates dialog box will pop up. Carefully read the information given at the top about delegates. **Please note:** Regardless of which type of individual permissions you set here, giving someone delegate access automatically gives them send-on-behalf permissions.



2. Click **Add** and select the delegate. *The Delegate Permissions window will pop up.*

3. For each item (e.g. Calendar, Tasks, Inbox) select the level of permission you want to grant

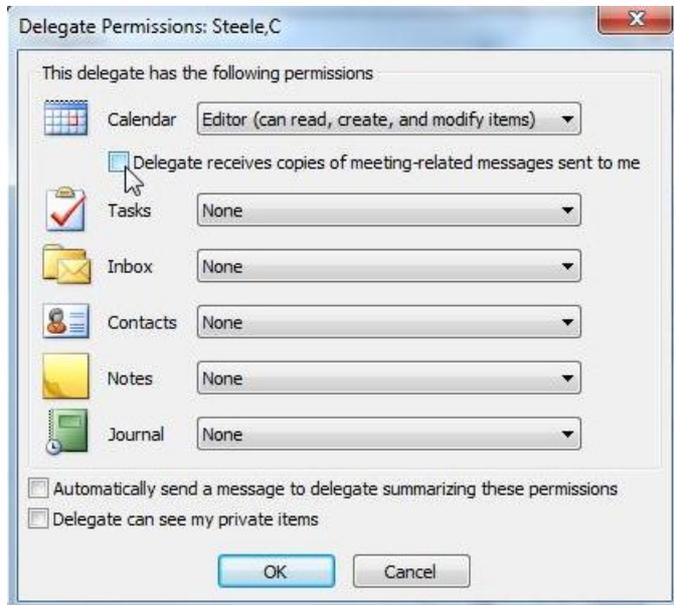
None: delegate cannot access this feature of your account

Reviewer: delegate can read items

Author: delegate can read and add items

Editor: delegate can read, modify and add items

Tick the **Automatically send a message to delegate summarizing these permissions** if you wish to send a notification.



2. Click **OK**

3. Click **OK** again

Note: Emails and other items sent by a delegate will be displayed as from the delegate on behalf of your name. For example, From: Joe Bloggs on behalf of Janet Smith. In order to have a delegate send an email as if they were you (i.e. without 'Joe Bloggs on behalf of'), full permissions must be set up by your User Support Team.



Using the delegate settings

Once you have set up permissions for a delegate, that delegate can access the items they have permission to see by clicking **File | Open | Other User's Folder** and selecting your name.

