Allow someone else to manage your email and calendar

Delegate for Outlook 2010-2016

Use Microsoft Outlook to allow another person, known as a delegate, to not only receive, but also respond to e-mail messages and meeting requests and responses on your behalf. Also you can grant additional permissions that allow your delegate to read, create, or have more control over items in your Microsoft Exchange Server mailbox.

This goes beyond sharing Outlook folders, Delegate Access enables you to grant additional permissions, such as allowing a delegate the ability to create e-mail messages or respond to meeting requests on your behalf.
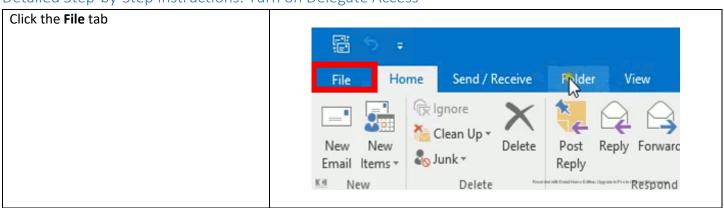
Notes:

- Mail must be delivered to your mailbox on the Exchange server, not to Outlook Data File (.pst)
- You and the delegate must use the same version of Outlook

Delegate Permission Levels

- Reviewer – The delegate can read items in the manager's folder
- Author – The delegate can read and create items, and change and delete items that he or she creates.
- Editor – The delegate can do everything that an Author has permission to do and additionally can change and delete the items that the manager created.
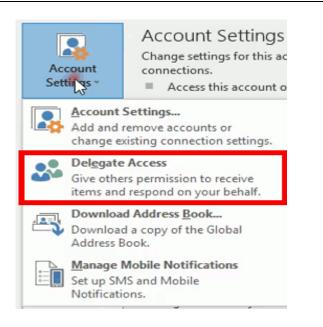
Detailed Step-by-Step Instructions: Turn on Delegate Access

Click the **File** tab	

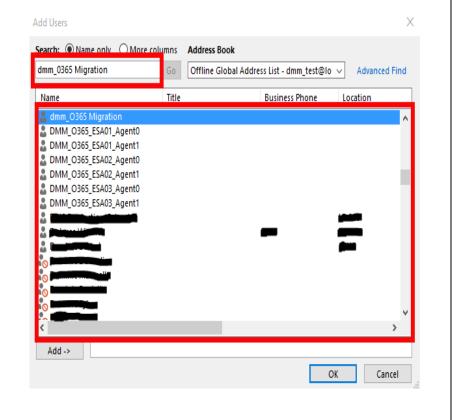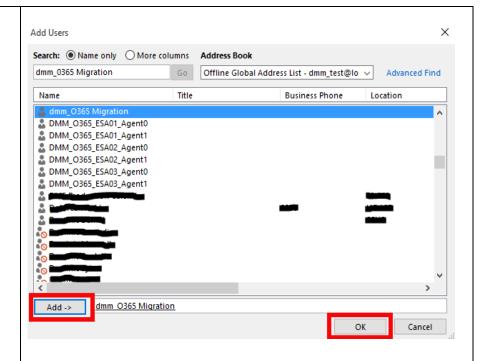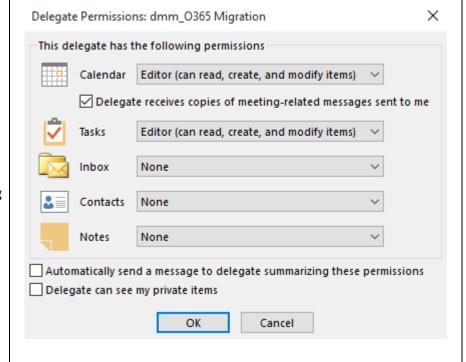| Click **Account Settings**, and then click **Delegate Access**	
Click **Add** Don't see the Add button • The Add button might not be visible because of one or more of the following: • Active connection does not exist between Outlook and Exchange • Your messages are not being delivered to your Exchange mailbox • Type the name of the person whom you want to designate as your delegate, or search for and then click the name in the search for and then click the name in the search results list **Notes:** The delegate must be a person in your organization's Exchange Global Address List	

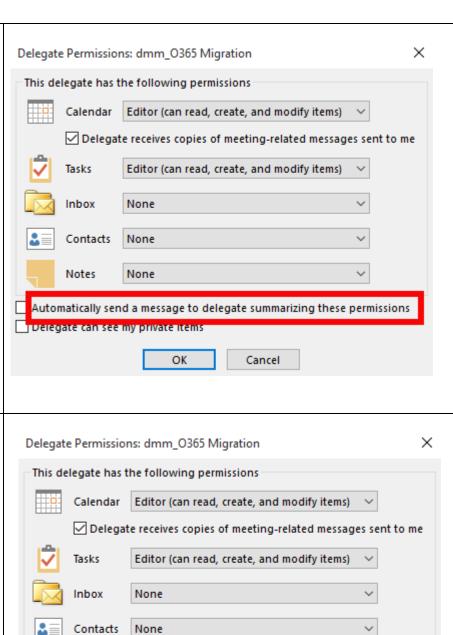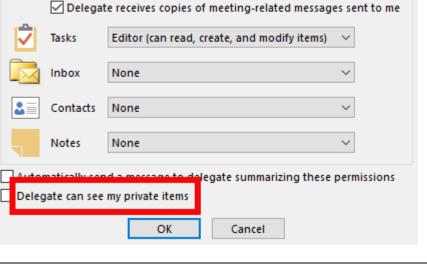|	
Click Add, and then click OK.	**Add Users** ✕ Search: ⦿ Name only ◯ More columns **Address Book** dmm_0365 Migration Go Offline Global Address List - dmm_test@lo ⌄ Advanced Find Name Title Business Phone Location dmm_O365 Migration DMM_O365_ESA01_Agent0 DMM_O365_ESA01_Agent1 DMM_O365_ESA02_Agent0 DMM_O365_ESA02_Agent1 DMM_O365_ESA03_Agent0 DMM_O365_ESA03_Agent1 **Add ->** dmm_O365 Migration OK Cancel

In the Delegate Permissions dialog box, you can accept the default permission setting or select custom access levels for Exchange folders.
 	
If a delegate needs permission to work only with meeting requests and responses, the default permission settings, including **Delegate receives copies of meeting-related messages sent to me**, are sufficient. You can leave the Inbox permission setting at **None.** Meeting requests and responses will go directly to the delegate's **Inbox**.
 	
NOTE: By default, the delegate is granted **Editor:(can read, create, and modify items)** permission to your calendar folder. When the delegate responds to a meeting on your behalf, it is automatically added to your **Calendar** folder.
	Delegate Permissions: dmm_O365 Migration ✕
	
	This delegate has the following permissions
	
	📅 Calendar Editor (can read, create, and modify items) ⌄
	           ☑ Delegate receives copies of meeting-related messages sent to me
	📋 Tasks Editor (can read, create, and modify items) ⌄
	📁 Inbox None ⌄
	👤 Contacts None ⌄
	🗒 Notes None ⌄
	
	☐ Automatically send a message to delegate summarizing these permissions
	☐ Delegate can see my private items
	
	       OK Cancel

To send a message to notify the delegate of the change permissions, select the **Automatically send a message to delegate summarizing these permissions** check box.	
If you want, select the **Delegate can see my private items** check box. **Important:** 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 one folder.	

Click **OK** **NOTE:** Messages sent with Send on Behalf permissions include both the delegate's and manager's names next to **From**. When a message is sent with Send As permissions, only the manager's name appears.	**Delegate Permissions: dmm_O365 Migration** ✕ This delegate has the following permissions 🗓 Calendar Editor (can read, create, and modify items) ⌄ 　　☑ Delegate receives copies of meeting-related messages sent to me 📋 Tasks Editor (can read, create, and modify items) ⌄ ✉ Inbox None ⌄ 👤 Contacts None ⌄ 🗒 Notes None ⌄ ☐ Automatically send a message to delegate summarizing these permissions ☐ Delegate can see my private items 　　　**OK**　　Cancel

Change permissions for your delegate

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

Click the name of the delegate for whom you want to change permissions, and then click **Permissions.** **NOTE:** If you want to remove all Delegate Access permissions, do not click **Permissions** but instead click **Remove** and skip the remainder of these steps	**Delegates** ✕ Delegates can send items on your behalf, including creating and responding to meeting requests. If you want to grant folder permissions without giving send-on-behalf-of permissions, close this dialog box, right-click the folder, click Change Sharing Permissions, and then change the options on the Permissions tab. dmm_O365 Migration Add... Remove Permissions... Properties... Deliver meeting requests addressed to me and responses to meeting requests where I am the organizer to: ◉ My delegates only, but send a copy of meeting requests and responses to me (recommended) ○ My delegates only ○ My delegates and me OK Cancel
Change the permissions for any Outlook folder that the delegate has access to.	**Delegate Permissions: dmm_O365 Migration** ✕ This delegate has the following permissions Calendar Editor (can read, create, and modify items) ▾ ☑ Delegate receives copies of meeting-related messages sent to me Tasks Editor (can read, create, and modify items) ▾ Inbox None ▾ Contacts None ▾ Notes None ▾ ☐ Automatically send a message to delegate summarizing these permissions ☐ Delegate can see my private items OK Cancel

To send a message to notify the delegate of the changed permissions, select the **Automatically send a message to delegate summarizing these permissions** check box.
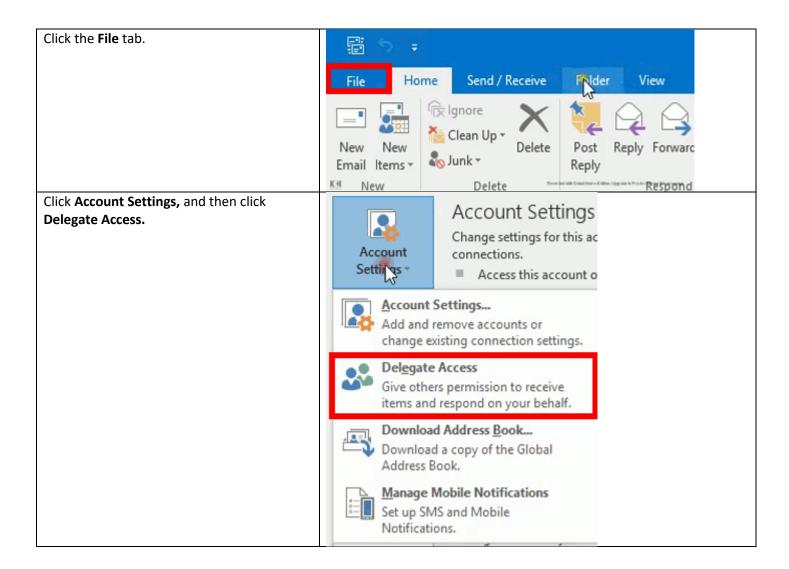
NOTE: If you want copies of meeting requests and responses that you receive to be sent to a delegate, make sure the delegate is assigned Editor (can read, create, and modify items) permission to your Calendar folder, and then select the Delegate receives copies of meeting-related messages sent to me check box.

Delegate Permissions: dmm_O365 Migration ✕

This delegate has the following permissions

Calendar   Editor (can read, create, and modify items) ⌄

☑ Delegate receives copies of meeting-related messages sent to me

Tasks   Editor (can read, create, and modify items) ⌄

Inbox   None ⌄

Contacts   None ⌄

Notes   None ⌄

☐ Automatically send a message to delegate summarizing these permissions

☐ Delegate can see my private items

OK   Cancel

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

Click the name of the delegate for whom you want to change access to your private appointments, and then click **Permissions.**	
Select the **Delegate can see my private items** check box.	
IMPORTANT: You should not rely on the Private feature to prevent other people from accessing the details of your appointments, contacts, or tasks. To make sure that other people cannot read the items that you marked as private, do not grant them	