How to configure Delegate Access

What does Delegate Access do?

Delegate Access goes beyond just sharing access to your folders. Delegates are granted additional permissions, such as creating email messages or responding to meeting requests on your behalf. See https://support.microsoft.com/en-us/office/manage-another-persons-mail-and-calendar-items-afb79d6b2967-43b9-a944-a6b953190af5 to learn how delegates can perform these tasks.

As the person granting permission, you determine the level of access that the delegate has to your folders. You can grant a delegate permission to read items in your folders or to read, create, change, and delete items. By default, when you add a delegate, the delegate has full access to your Calendar and Tasks folders. The delegate can also respond to meeting requests on your behalf.

What are the delegate permission levels?

Reviewer   With this permission, the delegate can read items in your folders

Author   With this permission, the delegate can read and create items, and change and delete items that he or she creates. For example, a delegate can create task requests and meeting requests directly in your Task or Calendar folder and then send the item on your behalf.

Editor   With this permission, the delegate can do everything that an Author has permission to do and additionally can change and delete the items that you created.

To set up Delegate Access:

1. Choose the   tab.

2. Select   ; click   .

3. Type the name of the person whom you want to designate as your delegate or search for the name and select it from the search results.

4. Click   .

5. In the   dialog box, you can either accept the default permission settings or select custom access levels for mailbox folders. Please carefully re
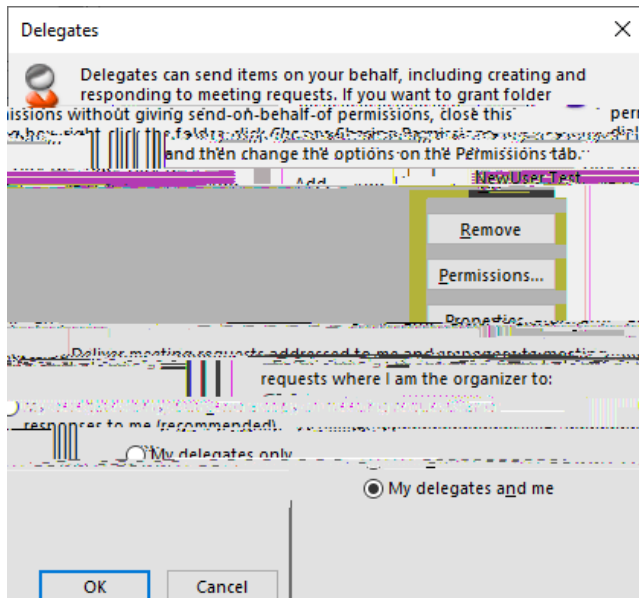
6.

8. If desired, select the   checkbox.Note:

To change permissions for a delegate:

1. Choose the   tab.

2. Select   .

3. Click the name of the delegate for whom you want to change permissions; click   .

4. Change the permissions for any Outlook folder that the delegate can access.

5. For example, to send a message to notify the delegate of the changed permissions, select the checkbox   .

10. If Delegate Access is no longer required, please remember to remove the Delegate from the list.

To remove permissions for a delegate:

1. Choose the   tab.

2. Select   .

3. Click the name of the delegate for whom you want to remove.

4. Click   and then

Important: Please remember to review your Delegate Access peri