A Guide to Outlook Delegate Access

Overview: Delegate access allows you to give co-workers access to your Outlook calendar and other features. There are different levels of access depending on your needs.

Here's how to add delegates to your account:

1. In Outlook, go to File, Account Settings, and Delegate Access.
2. A window titled Delegates should appear.
3. Click the Add button.
4. A list of users should appear. Choose the user(s) you want to give delegate access.
5. A Permissions window will appear. Choose the appropriate item(s) and level of permission. The highest level is Editor (read/write/edit) and the most restrictive is Reviewer (read-only).
6. If you check "Automatically send a message to delegate summarizing these permissions" then the user will receive an email notification that they've been added as your delegate.
7. Private items are hidden from your delegates by default (unless you check the box).

If you've been set up as someone's email delegate, here's how you access their account in Outlook:

1. From the File tab, click Account Settings and then Account Settings from the drop-down menu.
2. Select your Microsoft Exchange account from the email tab, and then click Change
3. Click More Settings>Advanced Tab>Add
4. Enter the mailbox name of the person whose mailbox you want to add to your user profile.
5. Click OK.
6. Select Next.
7. Select Finish closing the Change Account wizard.
8. Click Close.

Here's how to access another user's calendar in Outlook, after they've set you up as a delegate:

1. From the Home tab, click Calendar.
2. Click Open Calendar, then click Open Shared Calendar.
3. Click Name to see a list of UMass staff.
4. Choose the user from the list, double-click their name, and then click OK.

Reference/Links:

http://office.microsoft.com/en-us/outlook-help/allow-someone-else-to-manage-your-mail-and-calendar-HA010075081.aspx

http://office.microsoft.com/en-us/outlook-help/delegate-access-permissions-HP005242143.aspx

https://answers.uchicago.edu/page.php?id=18286