

Delegate Your Calendar, Inbox, Tasks

Situation:

A colleague or assistant needs to be able to check your Outlook Calendar, perhaps even the ability to create e-mail messages or respond to meeting requests on your behalf. For security reasons, you don't want to share your username and password with them so that they can view and use it.

Solution:

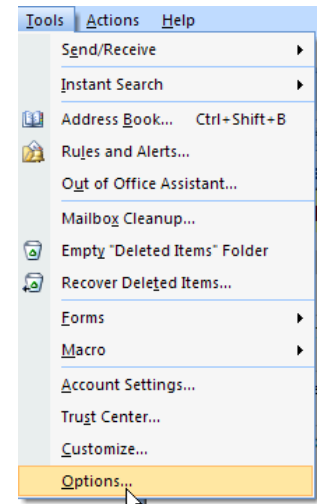
Delegate the work on your calendar to that colleague or assistant. They will be able to read and make appointments for you from their own Outlook mailbox. Granting delegate access to your folders can allow an assistant to manipulate items in those folders without actually granting the delegate full access to your mailbox.

Overview of Steps:

- On the Tools menu, select Options, then click the Delegates tab
- Add a delegate (this is the other person who will look at your mailbox)
- Specify what the delegate is able to do
- The delegate adds the shared Calendar, Inbox, etc. to their own Calendar, etc.

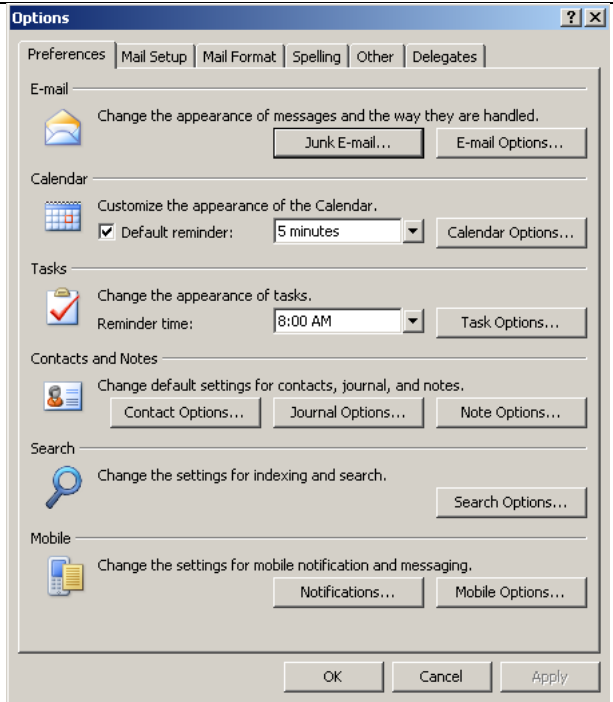
Delegate Your Mailbox

1. Menu: Tools, Options...

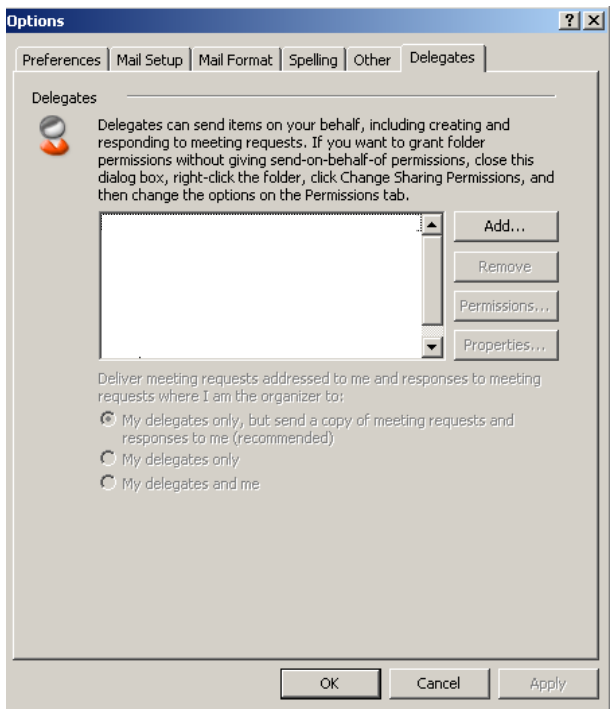


Delegate Outlook Folders – Calendar, Inbox, Tasks, Contacts

2. Select the Delegates tab



3. Click Add

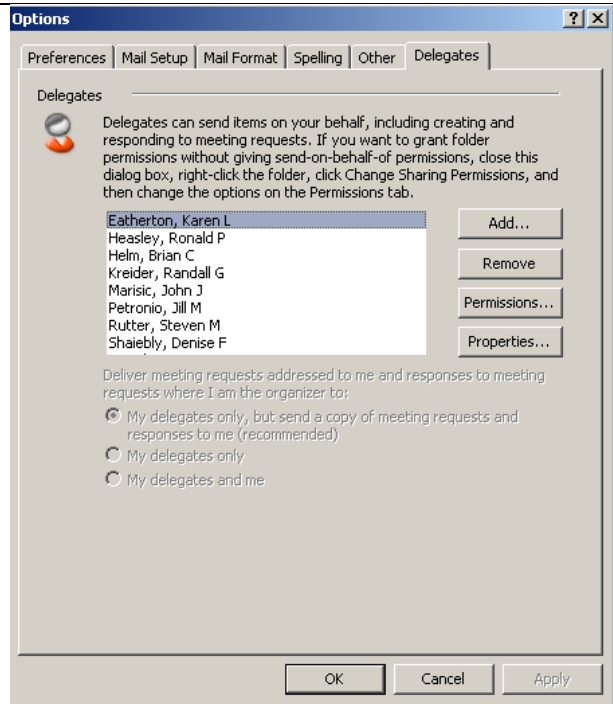


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4. Type the delegates last name
Select it from the list
Click Add- >
Click OK



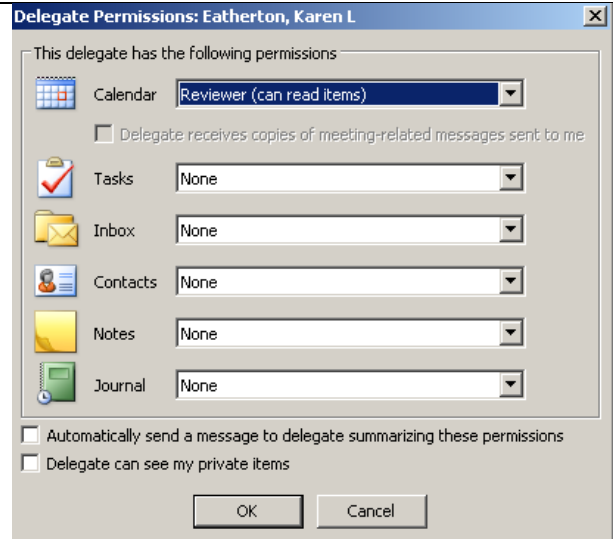
5. Delegate appears on the list
6. Click delegate to highlight
Click Permissions...



Delegate Outlook Folders – Calendar, Inbox, Tasks, Contacts

7. Select the type of permissions for each folder
 - Reviewer (can read items)
 - Author (can read and create items)
 - Editor (can read, create, and modify items)
This permission displays a check box for “Delegate receives copies of meeting-related messages sent to me”

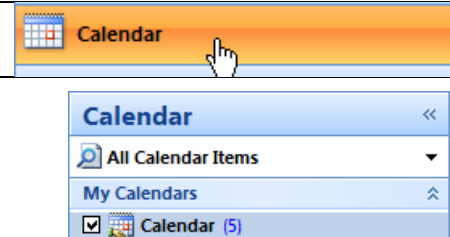
Check or uncheck the two options



8. Click OK, OK

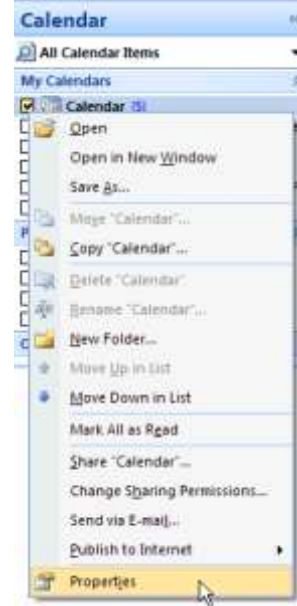
the Calendar

9. Click the Calendar bar
10. Locate your calendar on the list
It is the 1st Calendar and should be checked



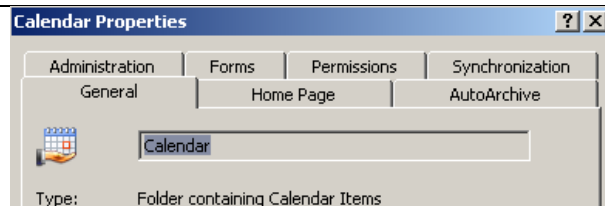
Delegate Outlook Folders – Calendar, Inbox, Tasks, Contacts

11. Right click the 1st calendar

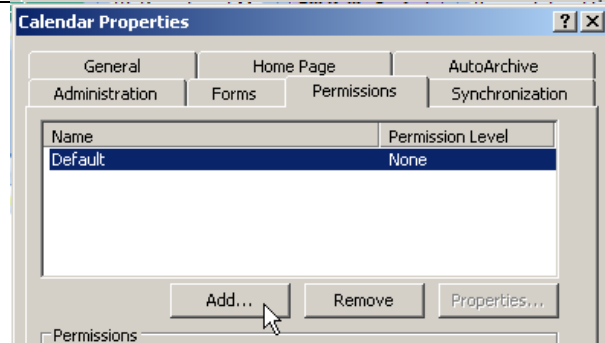


12. Select Properties

13. Select Permissions tab



14. Click Add

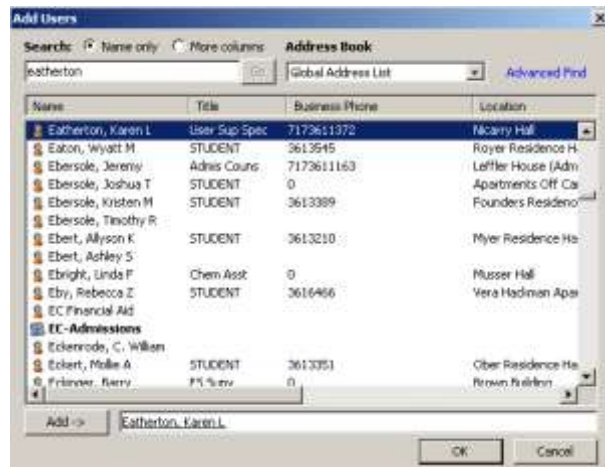


15. Type email address of person who will use your calendar

Select the person from the list

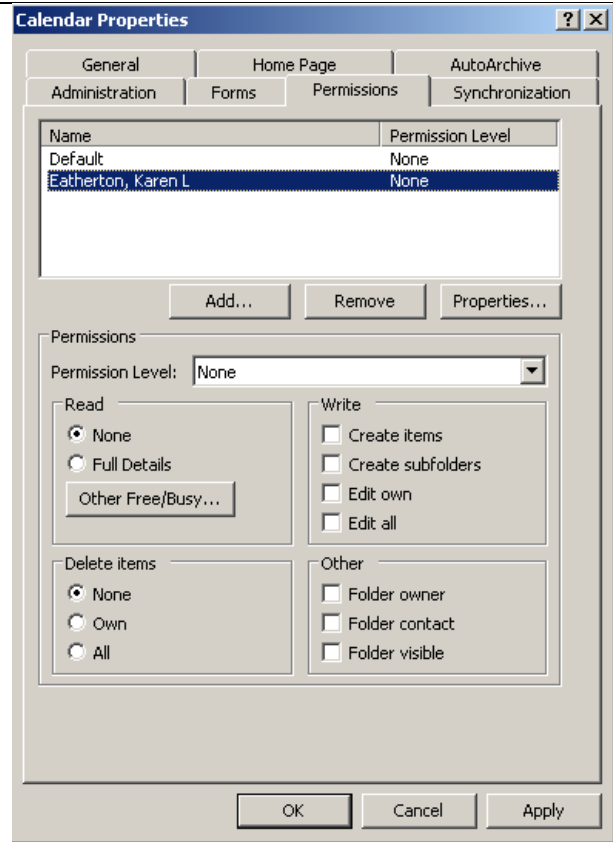
Click Add

Their name appears in the bottom box



Delegate Outlook Folders – Calendar, Inbox, Tasks, Contacts

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16. Click OK
 17. Set Permissions for the delegate
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18. Read – Full Details
This is the most restrictive setting you can give a delegate
 19. Write –
 - Create items
 - Create subfolders
 - Edit own
 - Edit all
 20. Delete items
 - None
 - Own
 - All
 21. Other
 - Folder owner
 - Folder contact
 - Folder visible
-

22.

Notes: The **Default user** listed has no permissions. You can leave that Default user or remove it. If you do leave the Default user, make sure that its permissions are set to None unless you want any user to be able to access your folder. If you do want all users to be able to access your folder, set the Default permission to something other than None.

Delegate Outlook Folders – Calendar, Inbox, Tasks, Contacts

For delegate access to work, your mail must be delivered to your mailbox on the Exchange server. You and the delegate must use the same version of office Outlook.