

Adding Delegate Access to Outlook for Mac



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1. **OPEN:** Outlook
 2. **SELECT:** Tools (from main top menu)
 3. **SELECT:** Accounts
 4. **SELECT:** Advanced
 5. **SELECT:** Delegates
 6. **SELECT:** +
 7. **ENTER:** Last Name or Email in search bar to find Delegate
 8. **SELECT:** Highlight search result with correct Delegate name and email
 9. **SELECT:** OK
 10. **SELECT:** OK