

# Adding Delegate Access to Outlook for Windows

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- 1.OPEN: Outlook
  - 2.SELECT: File
  - 3.SELECT: Account Settings
  - 4.SELECT: Delegate Access
  - 5.SELECT: Add
  - 6.ENTER: Last Name of person requiring access
  - 7.SELECT: Advanced Search
  - 8.ENTER: Last Name and First Initial
  - 9.SELECT: OK
  - 10.SELECT: Highlight search result with correct Delegate name and email
  - 11.SELECT: Add
  - 12.SELECT: OK
  - 13.SELECT: Calendar drop-down and select Permissions
    - Reviewer can read items
    - Author can read and create items
    - Editor can read, create, and modify items (recommend against this choice)
      - Delegates receives copies of meeting-related messages is only available if the delegate is an editor
      - Deliver meeting requests addressed to me and responses to meeting requests option is only available if the delegate is an editor
  - 14.SELECT: “None” for Tasks, Inbox, Contacts, and Notes
  - 15.CHECK BOX: Automatically send a message to delegate summarizing permissions

16.UNCHECK BOX: Delegate can see my private items

17.SELECT: OK

18.SELECT: OK