

Delegate Access in Microsoft Outlook

These directions explain how to delegate access in Microsoft Outlook. For more on managing mail and calendar accounts, please click [here](#).

Add People to Delegate Access

1. Open **Outlook** in the desktop app.

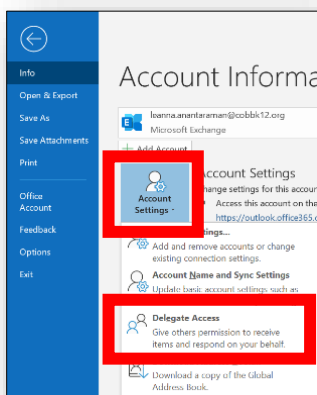


2. In the top left, click **File**.



3. Click **Account Settings**.

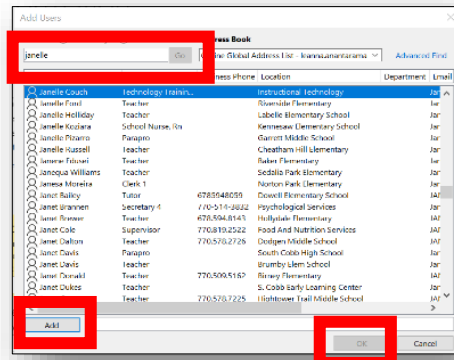
4. Click **Delegate Access**.



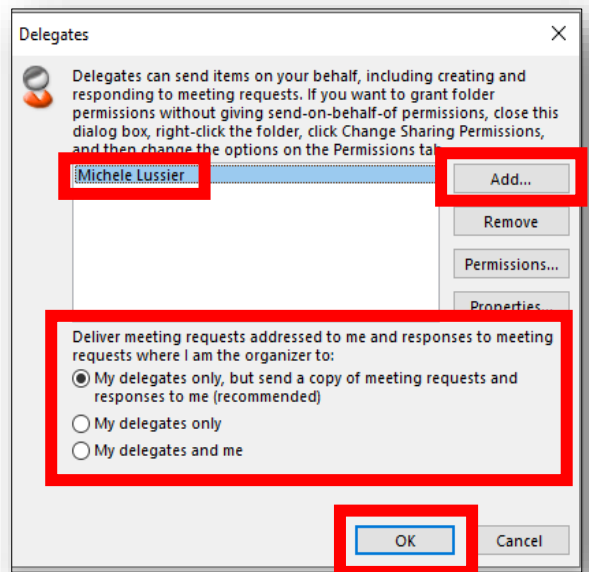
5. In the pop-up box, type the **name** of the person you wish to delegate email access.

6. Click **Add**.

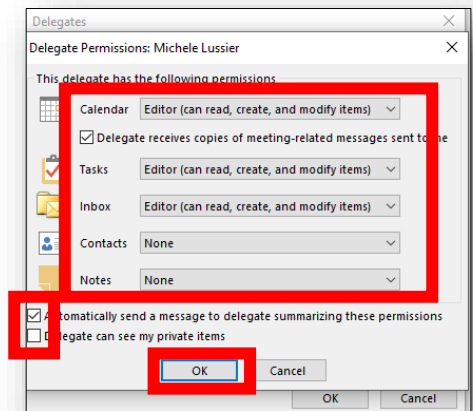
7. Click **OK**.



8. **Select the name** of the person you wish to delegate email access.
9. Click **Add**.
10. Select your **preference** for meeting requests.
11. Click **OK**.

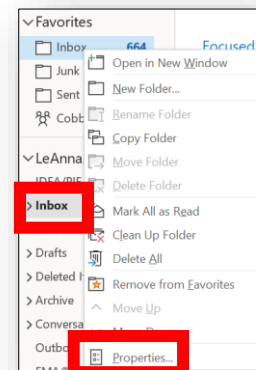


12. Complete your delegate **preferred settings** in each of the drop-down menus.
Note: Check or uncheck Delegate can see my private items according to user preference.
13. Click **OK**.

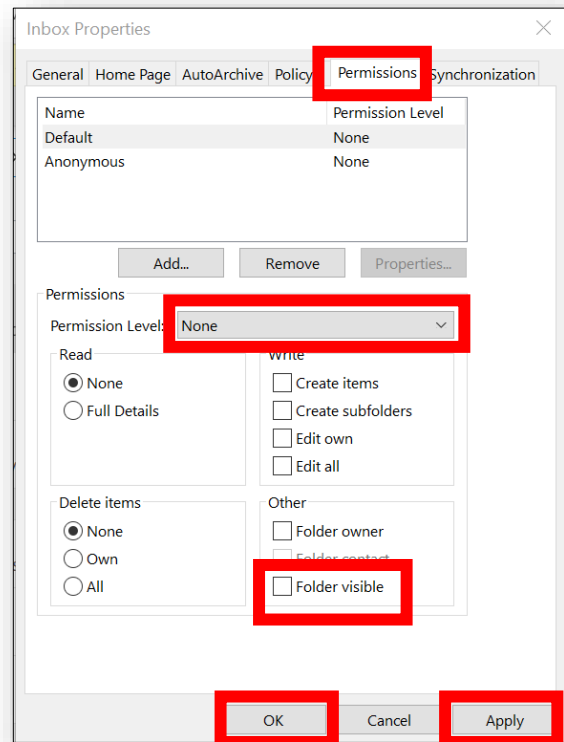


Add Delegate Access to Folders

1. Open **Outlook** in the desktop app.
2. Right-click on the **Folder** that you wish to delegate permissions for.
3. Click **Properties**.



4. Click the **Permissions** tab.
5. Change Permissions Level drop-down to **Editor**.
6. In the Other section, check **Folder visible**.
7. Click **Apply**.
8. Click **OK**.



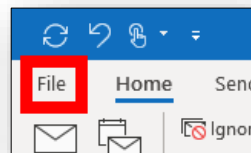
Delegate Access

1. Open **Outlook** in the desktop app.

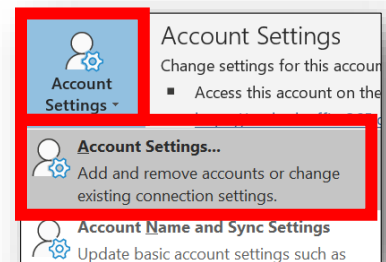


2. Click **File**.

3. Click **Account Settings**.

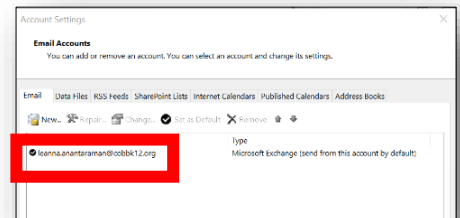


4. Click **Account Settings** from the drop-down.

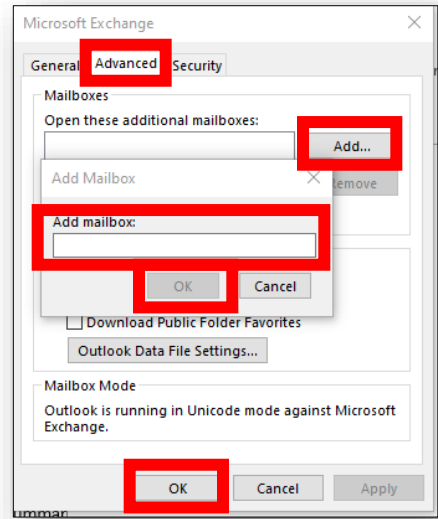


5. Double-click on **your email address**.

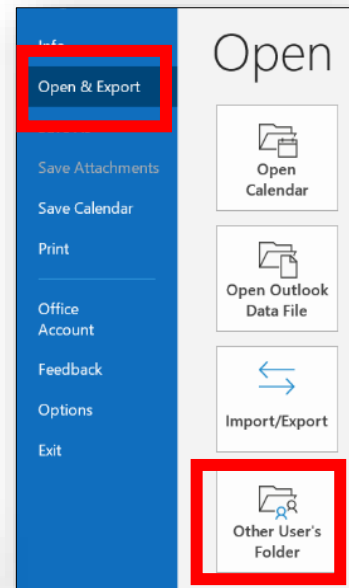
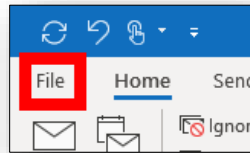
6. The **Microsoft Exchange pop-up window** should open.
Note: If this does not automatically open, click More Settings on the pop-up box that appears.



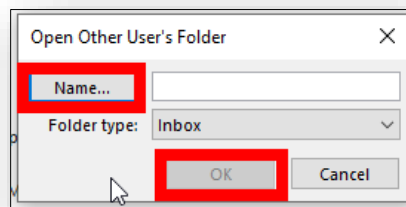
7. Click the **Advanced** tab.
8. Click **Add**.
9. Type **name of delegator**.
10. Click **OK** in center of pop-up box.
11. Click **OK** again at bottom of pop-up box.
12. Click **Next**.
13. Click **Done**.



14. Click **File Menu**.
15. Click **Open & Export**.
16. Click **Other User's Folder**.



17. Click **Name**.
18. Find the name of the **delegator** in the address book.



19. Select **delegator Name**.
20. Click **OK**.
21. Close **Outlook**.
22. Reopen **Outlook**.

23. Folders from the delegator should appear in the left sidebar.
Note: You might need to scroll through folders in the left sidebar to locate delegated folders. In addition, it may take time for the folders to be pulled from the Outlook server.