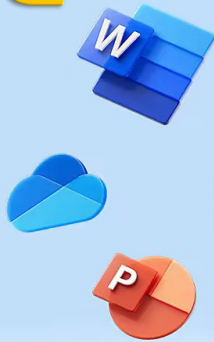




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Microsoft 365 Tips & Tricks

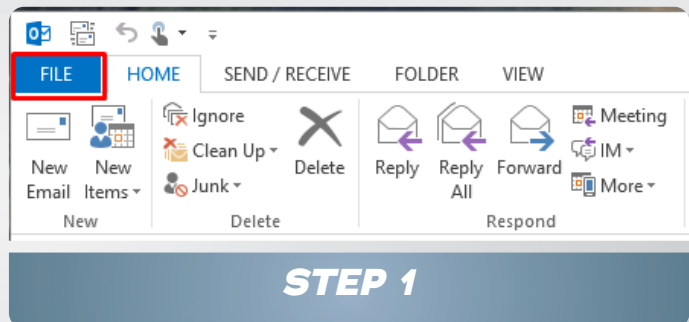
Step-by-Step Guide
to Granting Delegate
Access in Outlook

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Ever felt like you could use an extra pair of hands to manage your overflowing inbox and jam-packed calendar? Microsoft Outlook offers a solution for this. Think of it as having a virtual assistant. This feature, known as Delegate Access, lets you designate another individual, termed a delegate, to handle your emails and calendar on your behalf.

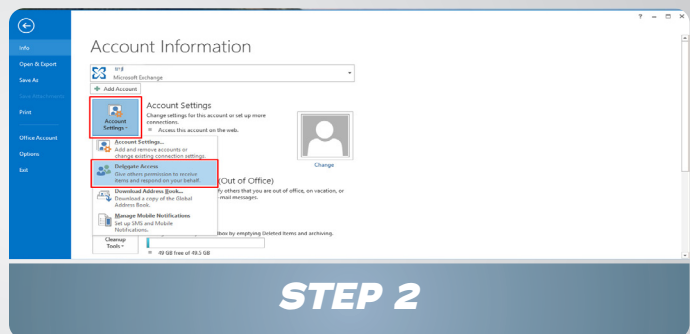
STEP 1.

Open Outlook and click on the File tab.



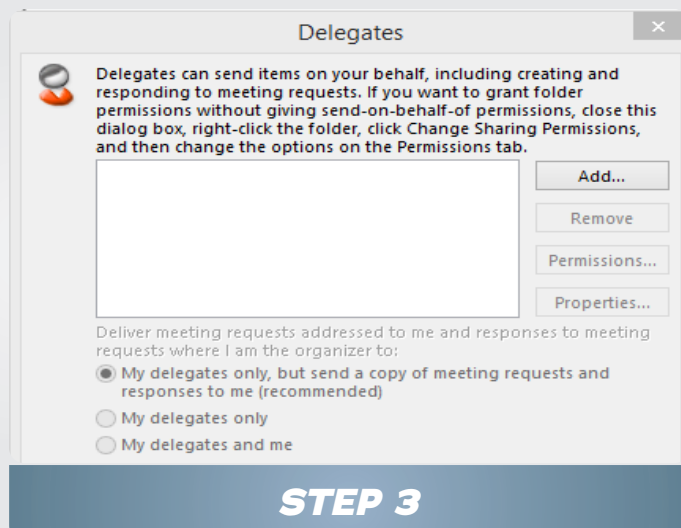
STEP 2.

Navigate to Account Settings > Delegate Access.



STEP 3.

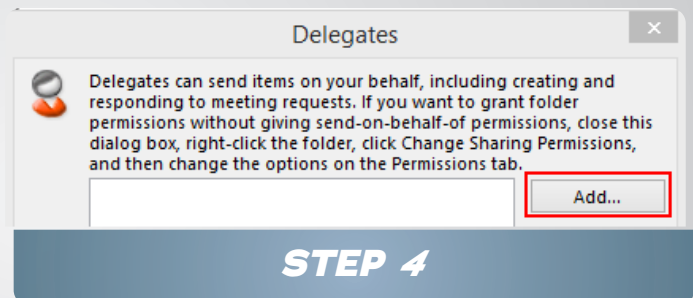
The Delegates dialog box opens.



Grant Delegate Access to Outlook

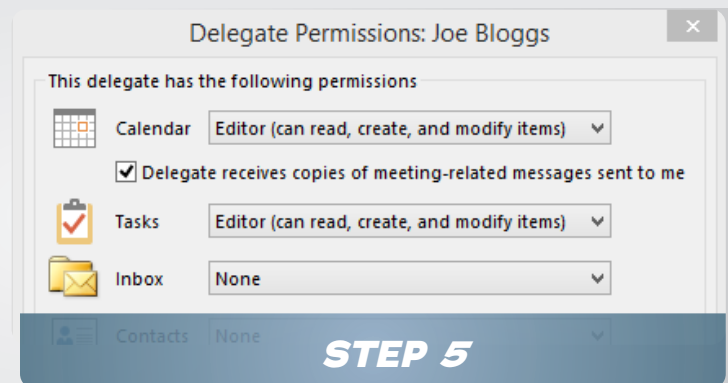
STEP 4.

Click Add and choose your delegate from the Exchange Global Address List.



STEP 5.

Set the desired permissions for your delegate.



Remember, if you want your delegate to handle meeting requests and responses, the default settings are usually sufficient. Here is a breakdown of the Delegate Permissions.

In the 'Delegate Permissions' dialog, you have two choices: either stick with the preset permissions or utilise the dropdown menus to customise access levels for your Exchange folders. These dropdowns offer three distinct permission tiers: Reviewer, Author, and Editor.

Reviewer: This level grants the delegate the ability to view items within the manager's folder.

Author: At this level, the delegate can view, create, modify, and delete items initiated by you. For instance, they can draft task or meeting requests in the manager's Task or Calendar folder and send them as if they were the manager.

Editor: This is the most comprehensive permission. Delegates can perform all the actions an Author can, plus they can edit and remove items originally created by the manager.



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