

Delegate Access to Outlook Folders

AgIT Systems

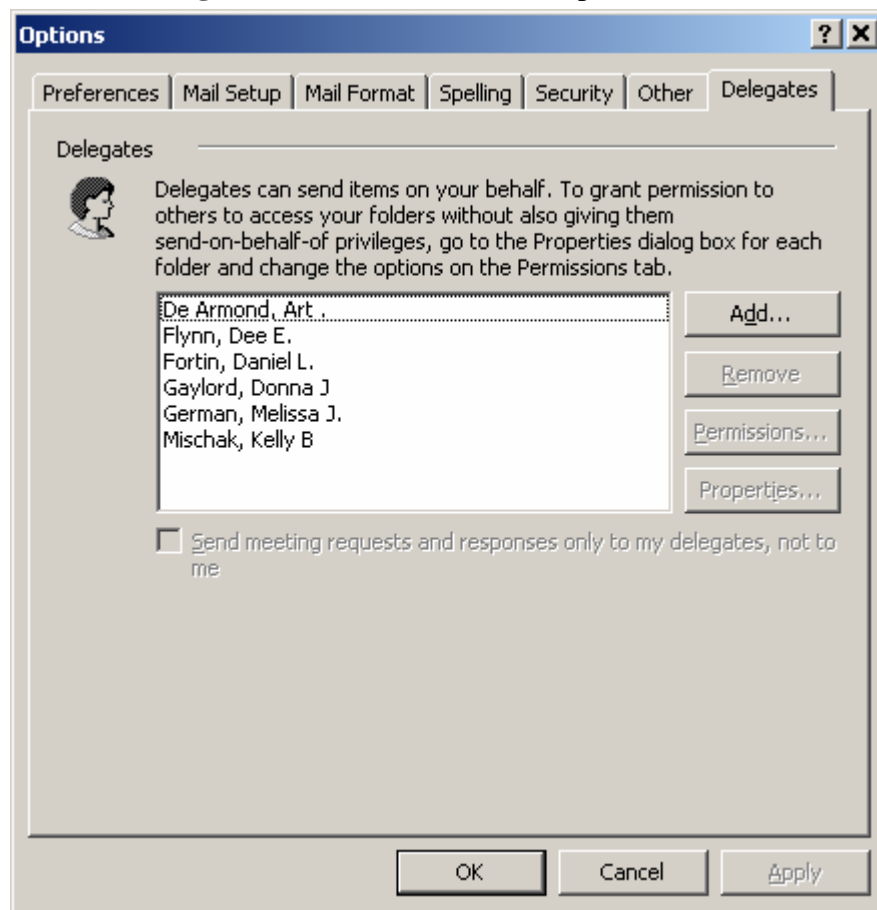
FAQ No. S1.1.54

How do I give another user delegate access to my Outlook folder?

Access to other user's Outlook folders (Calendar, Tasks, Inbox, and Contacts, etc.) as a delegate, needs to be given by that user.

Giving delegate access

1. Go to **Tools**, and then **Options**.
2. Click the **Delegates** tab. This window will open.



3. Click the **Add** button.
4. Select the user you want to give delegate access to.
5. Click the **Add** button.

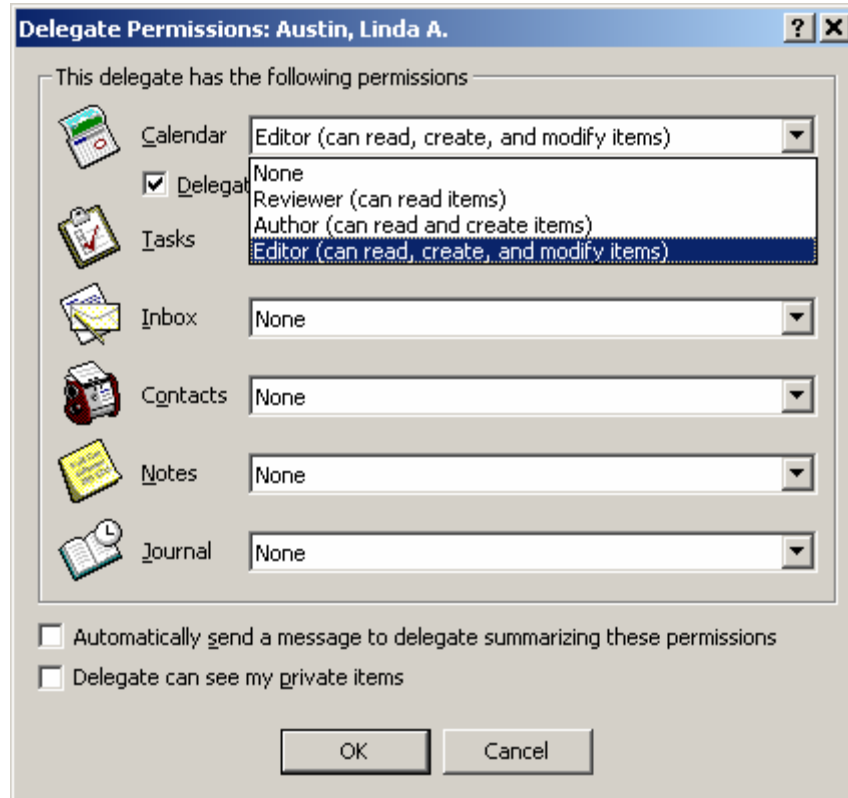
Frequently Asked Questions

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6. Click **OK**. This window will open.



7. To see the list for the four types of access you can give a user for each Outlook folder, click the downward pointing arrow beside each program and select the access you want them to have.
8. Note the checkboxes at the bottom of the window.
- It is suggested that you have the system send a message to the user letting them know what permissions you have given them.
 - If you do **NOT** check the second box, anything you mark as private will not be viewable by the person you have given delegate rights to.
9. Once you have set the delegate rights for the user, click **OK**.
10. You will need to do this for each individual you want to have delegate rights to any of your Outlook folders. If anyone wants you to have delegate rights to any of their Outlook folders, they will need to assign the access.

Frequently Asked Questions