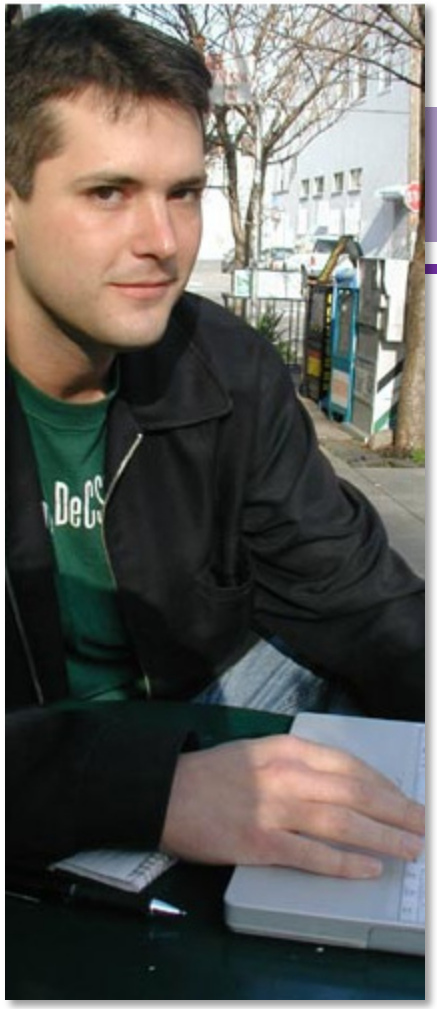
ECS

Enterprise Collaboration Services



Entourage 2004 & 2008

How to Delegate Access to your Mail & Calendar Folders

You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

For more information about the ECS project and to provide your feedback, please contact ecstrain@uvic.ca.

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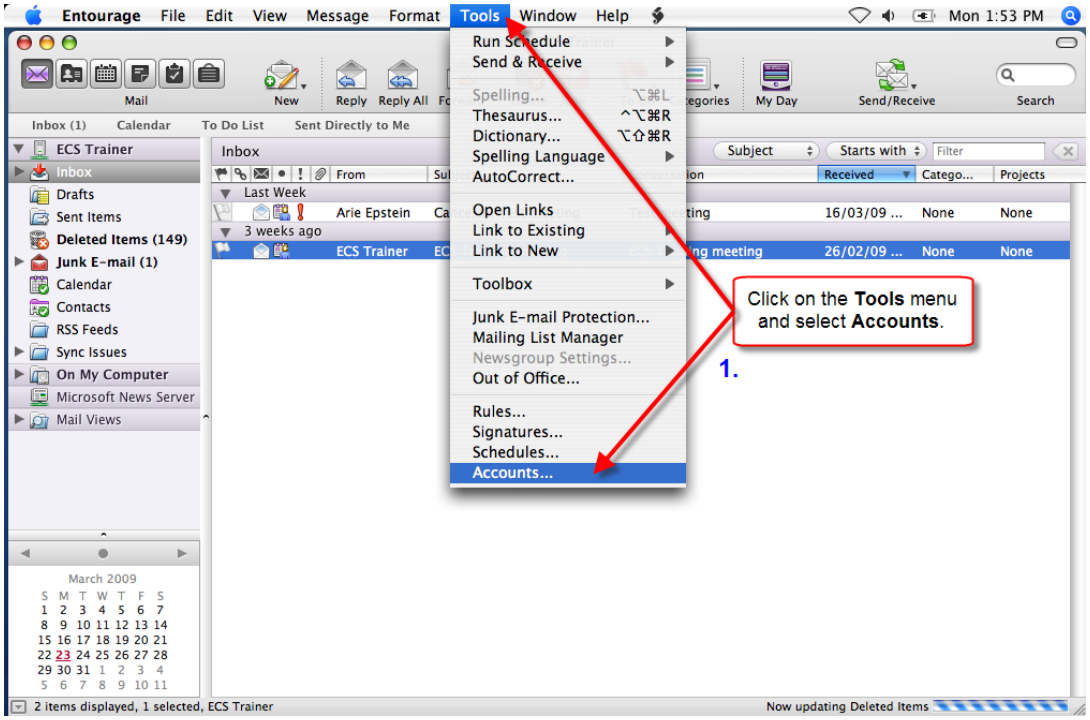
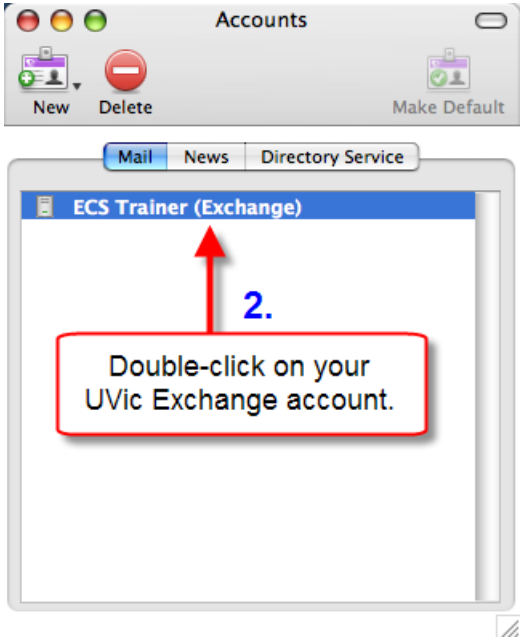
Providing Delegate Access to your mail and calendar folders is highly useful when you wish to allow someone full access to your mail and calendar folders while you are away or when you require someone else to manage your appointments and mail replies. This feature is very versatile and does not require you to share your password with your delegate(s).

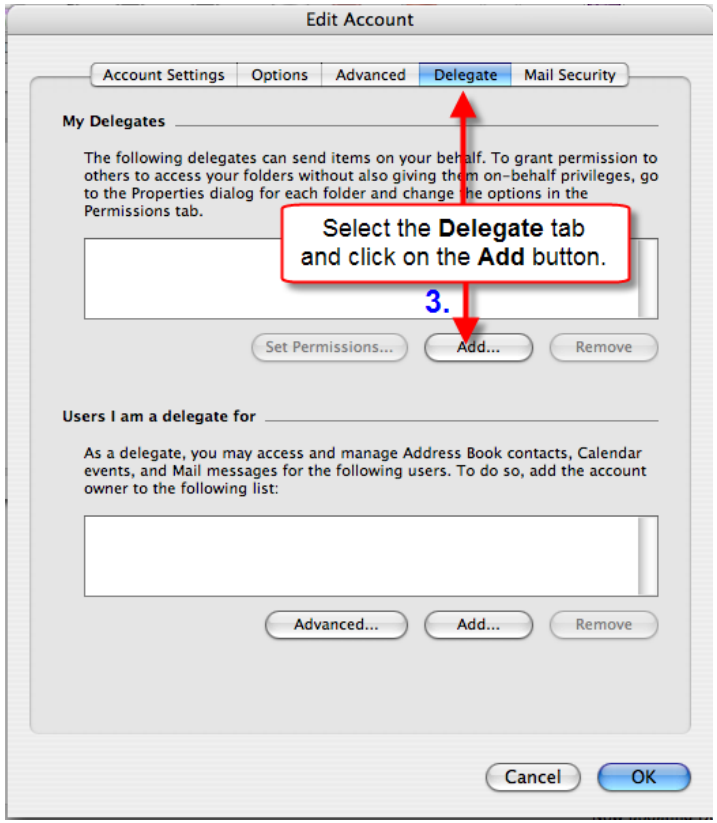
1. Click on the **Tools** menu and select **Accounts** to open the *Accounts* dialog box.



2. Double-click on your UVic Exchange account to open the *Edit Account* dialog box.



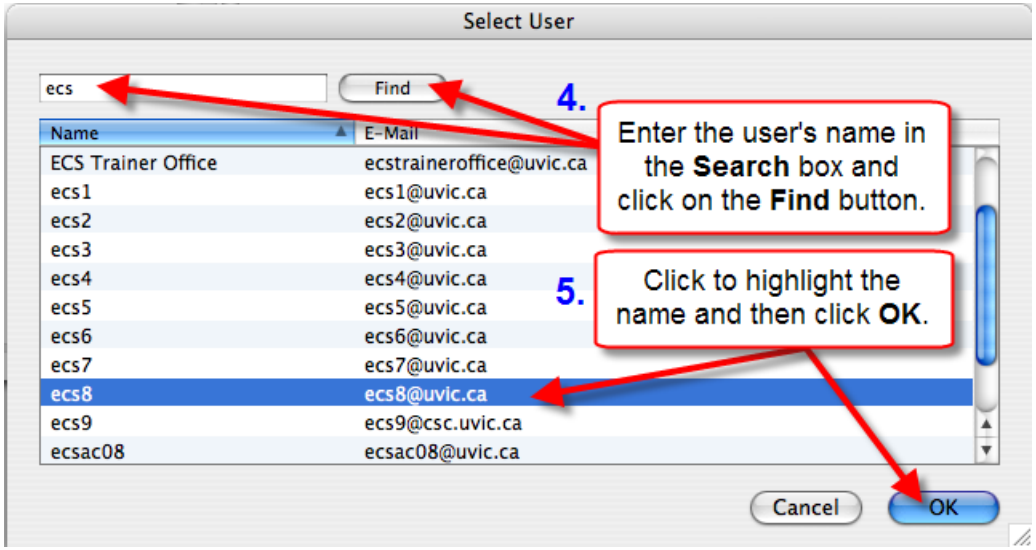
3. Click on the **Delegate** tab and then click on the **Add** button to access the **Global Address List** and search for the user.



4. Enter the user's name in the **Search** box and click on the **Find** button. (You can enter a full or partial name.)

5. Click to highlight the name in the list retrieved and then click **OK**.

   This will open the *Delegate Permissions* dialog box.

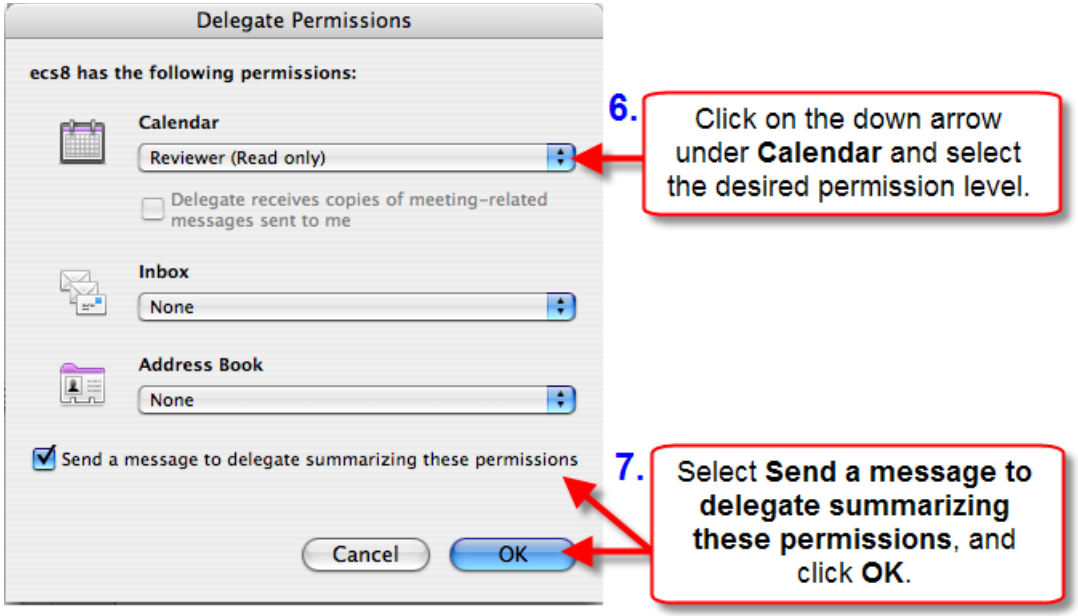


6. Click on the down arrow under **Calendar** and select the desired permission level. In this example we have chosen **Reviewer (Read only)**.

   For descriptions of the various permission levels, please see page 7 of this tutorial.

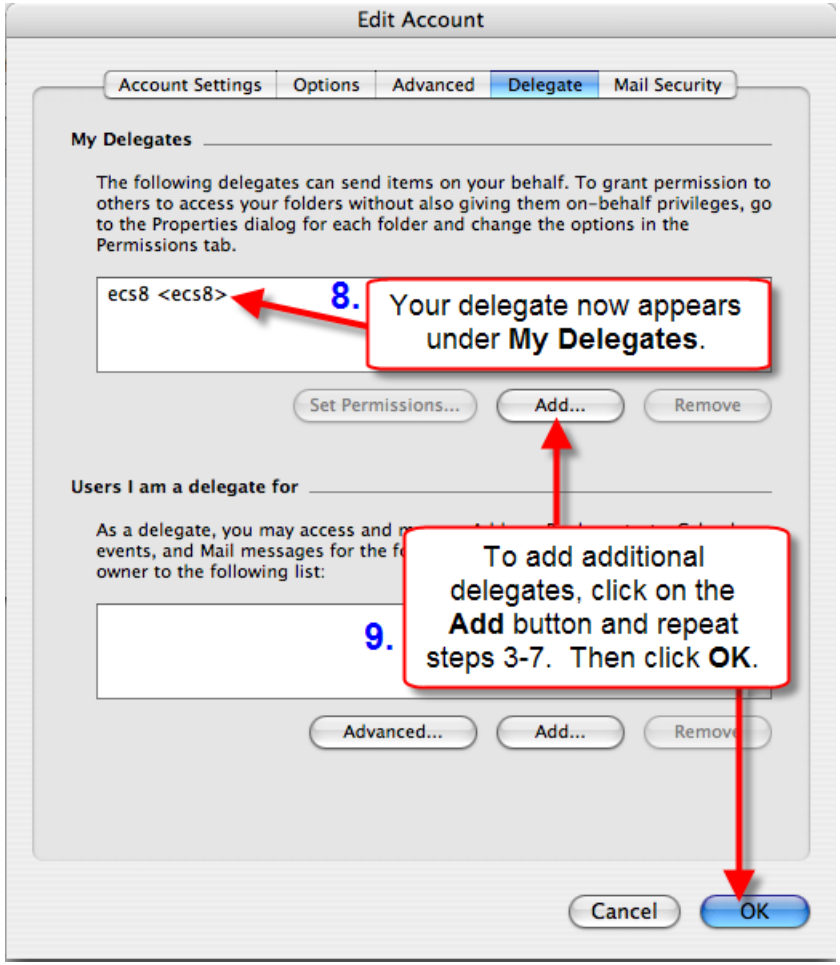
   You can also grant access to your **Inbox** and **Address Book** if you wish.

7. Select **Send a message to delegate summarizing these permissions**, and click **OK**. This will notify your delegate that they have been granted access to your calendar.



8. Your delegate now appears under **My Delegates** on the **Delegates** tab.

9. To add additional delegates, click on the **Add** button and repeat steps 3-7. Then click **OK**.



Permission Level Descriptions

Editor	Create, read, modify and delete all items and files.
Author	Create and read items and files, and modify and delete items and files you create.
Reviewer	Read items and files only.
None	You have no permissions. You can't open the folder.

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please visit helpdesk.uvic.ca/ecs