How to Delegate Access to your Mail & Calendar Folders

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For more information about the ECS project and to provide your feedback, please contact ecstrain@uvic.ca.
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. Select **Options** from the **Tools** menu to open the **Options** dialog box.
2. Click on the **Delegates** tab and click **Add** to open the **Add Users** dialog box.

3. Select your delegate’s name from the **Global Address List** by using the **Search** function or by entering their name as it appears in your **Contacts** folder. Click on **Add** to select the name and then click **OK**.
The *Delegate Permissions* dialog box will open and provide you with the ability to set permissions.

4. Select the type of permission you wish to grant for each Outlook folder.

5. Select whether to send an automatic message to your delegate and/or whether they should see your private items. Click OK when you are finished. You will then be returned to the *Options* dialog box.

**Note:**
The box to indicate that your delegate receives copies of all meeting-related messages is automatically checked. Deselect if you wish.

Both you and your delegate should use the same version of Outlook. You may only delegate access to Exchange folders. Any personal folders (.pst files) cannot be delegated in this manner. Your delegate must be listed in the Global Address List (GAL).
6. Your delegate’s name now appears in your list of delegates. Click on Add to add additional delegates if necessary.

7. Indicate how you would like your meeting requests to be delivered and then click Apply and OK.
8. To remove a delegate, click to highlight their name on the **Delegates** tab and then click on **Remove**. Click **OK** when you are finished.
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