Delegate Calendar Access

Delegate Access is different than sharing a Calendar since it allows—or delegates—the ability for another (within the organization) to assist in managing the calendar (on your behalf). However, it should be noted that a shared Calendar is recommended before delegating access. If necessary, refer to Sharing A Calendar documentation.

How To Delegate Access (Calendar ONLY):

1. Click Tools (at the top of the Outlook window).
2. At the bottom of the displayed menu, click Options as shown in Figure 1.
   An Options dialog box displays.
3. At the top of the Options dialog box, click the Delegates tab.
4. On the Delegates tab, click the Add button (to add a delegate) as shown in Figure 2.
   An Add Users dialog box will display.
5. In the displayed Add Users dialog box, do the following:
   - Click in the Search box and start typing the name of the desired delegate.
   - In the search list results (below the Search box), double-click the desired name to insert the name into the Add box (located at the bottom of the dialog box).
   - **NOTE:** Repeat the search process as needed if adding more than one delegate user.
   - Click OK when finished adding names as shown in **Figure 3**.

6. In the displayed Delegate Permissions dialog box, the following are recommended settings (Calendar only):
   - Use the default Calendar option—Editor (can read, create, and modify items).
   - If you do not use Tasks or prefer not to share Tasks, then click the Tasks box, and click None from the displayed menu.
   - If desired, click to uncheck the option Delegate receives copies of meeting-related messages sent to me.  
     **NOTE:** Unchecking the option reduces the amount of email messages sent to a delegate.
   - Click to check the option Automatically send a message to delegate summarizing these permissions as shown in **Figure 4**.

7. Click OK twice to close all dialog boxes when done.

**THE TASK HAS BEEN COMPLETED!**