

Email Delegation

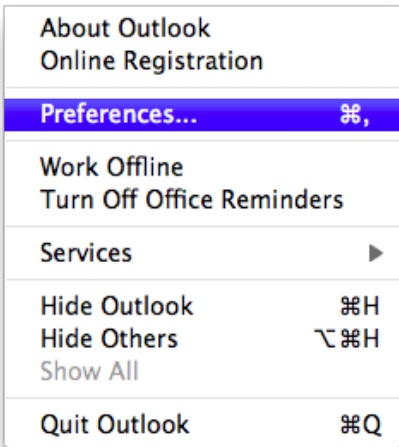
Questions Addressed

- How do I give someone delegate rights to my email or how do I add an account I am a delegate for?

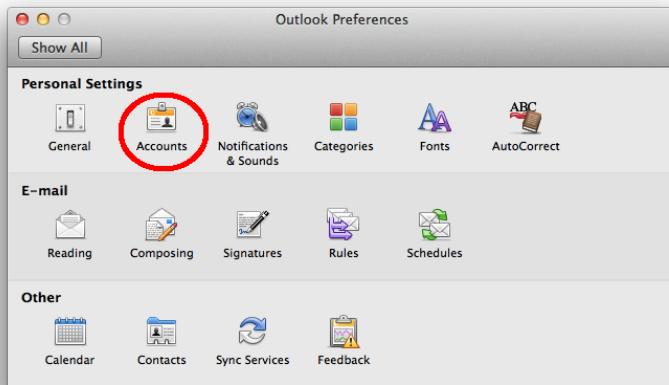
Note: You must have Microsoft Office 2011 installed for this to work.

Procedure:

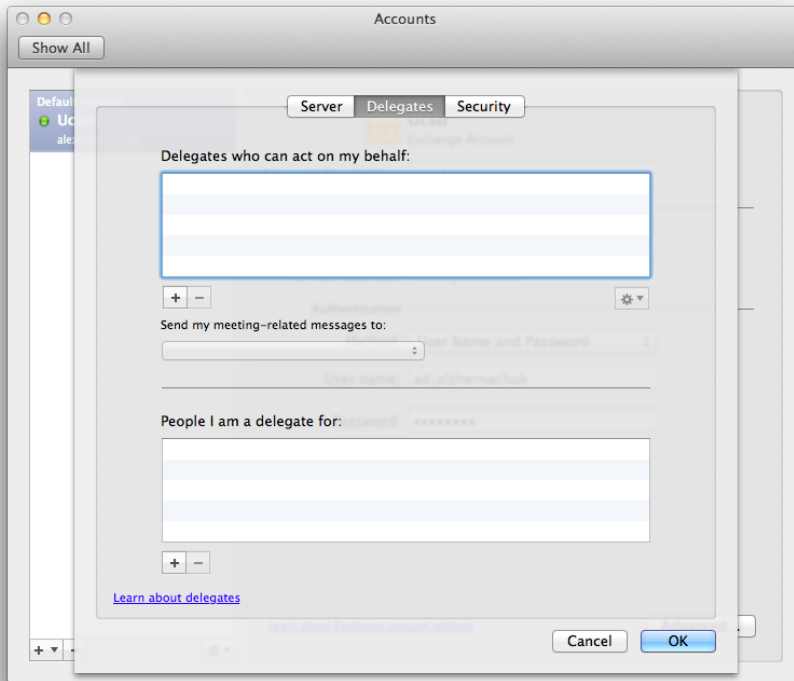
1. Open Microsoft Outlook 2011.
2. Click on Outlook in the menu bar and select **Preferences**.



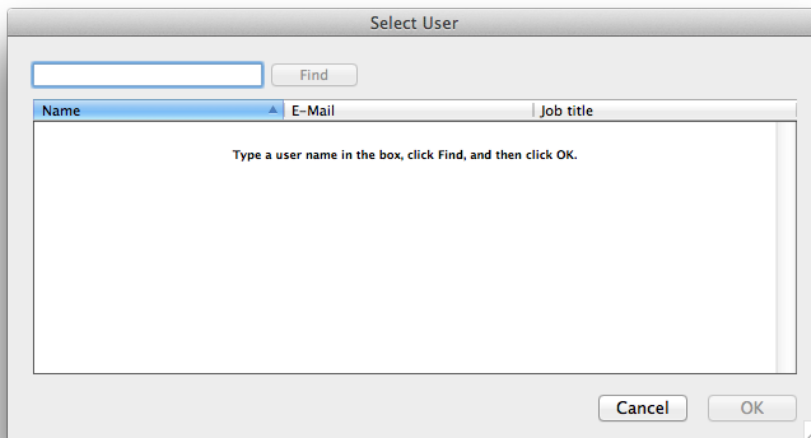
3. Select **Accounts**.



4. Click the **Advanced** button.
5. Select the **Delegates** tab.

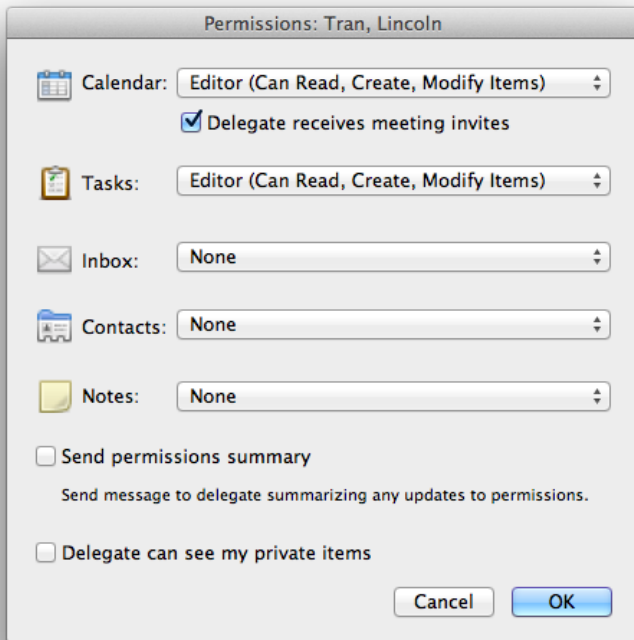


6. If you are giving someone access click on the + symbol under the Delegates who can act on my behalf heading. If were given delegate rights and need to add add account click on the + under the People I am a delegate for heading.
7. Type in the AD username (email address) of the person who you would like to make a delegate in the blank field and then click **Find**.



8. Select the appropriate person from the list and click **OK**.

9. This step is only for people adding a delegate to their account: Select the desired permissions for the delegate and click **OK**.



10. Click **OK** in the open window and exit out of accounts window.