## **Delegate Access**

The Delegate Access feature allows you to provide another user access to your inbox (known as a delegate). You can allow the delegate to receive and respond to e-mail messages or meeting requests on your behalf.

This feature is useful if you are out of the office frequently and need someone else to be able to respond to your email, document your tasks, or update your calendar.

For more information, click here to see more documentation on Delegate Access by Microsoft.

## Add a Delegate in Office 365

Right click your Inbox folder and select Permissions. Then click the "plus" icon.

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Name	Permission level
Default	None
Permissions Permission level: None	•
Read: None Full details Delete access: None Own All	Write: Create items Create subfolders Edit own Edit all Other: Folder owner Folder contact Folder visible



Enter the name or email address of the user you want to give delegate access to.

Add perm	lissions	
Enter the name o	or email address of the	person you want

Set the permission levels of the delegate.

- **Reviewer** The delegate can read items in the manager's folder.
- Author The delegate can read and create items, and change and delete items that he or she creates. For example, a delegate can create task requests and meeting requests directly in the manager's **Task** or **Calendar** folder and then send the item on the manager's behalf.
- Editor The delegate can do everything that an Author has permission to do and additionally can change and delete the items that the manager created.

Name	Permission level
Default	None
Mark Crowe	Editor
Permissions	
Permissions Permission level: Editor	~
Permissions Permission level: Editor Read:	▼ Write:
Permissions Permission level: Editor Read: None	▼ Write: ✓ Create items
Permission level: Editor Read: None • Full details	Write:  ✓ Create items Create subfolders Create subfolders
Permission level: Editor Read: None Full details	<ul> <li>Write:</li> <li>✓ Create items</li> <li>Create subfolders</li> <li>✓ Edit own</li> <li>✓ Edit all</li> </ul>
Permission level: Editor Read: None Full details Delete access: None	<ul> <li>Write:</li> <li>✓ Create items</li> <li>⊂ Create subfolders</li> <li>✓ Edit own</li> <li>✓ Edit all</li> <li>Other:</li> </ul>
Permission level: Editor Read: None Full details Delete access: None	<ul> <li>Write:</li> <li>✓ Create items</li> <li>⊂ Create subfolders</li> <li>✓ Edit own</li> <li>✓ Edit all</li> <li>Other:</li> <li>Folder owner</li> </ul>
Permission level: Editor Read: None Full details Delete access: None Own All	<ul> <li>Write:</li> <li>✓ Create items</li> <li>⊂ Create subfolders</li> <li>✓ Edit own</li> <li>✓ Edit all</li> <li>Other:</li> <li>Folder owner</li> <li>Folder contact</li> </ul>



## Adding a Delegate in Outlook

In Outlook, click 'File' → 'Account Settings' → 'Account Settings'



Click on **'E-mail'**, and select your email account. Click **'Change'** → **'More Settings'** 

mail Data Files RSS Feeds Sha	rePoint Lists Internet Calendars Published Calendars Address Books
🖥 New 🕅 🔆 Repair 🚰 Cha	nge) 💿 Set as Default 🗙 Remove 🔹 🖶
lame	Туре
Mark.Crowe@ucf.edu	Microsoft Exchange (send from this account by default)
ected account delivers new messay	ges to the following location:
ected account delivers new messa; change Folder <b>Mark.Crowe@u</b>	ges to the following location: cf.edu \Inbox
ected account delivers new messag change Folder Mark.Crowe@u in data file C:\Usi	ges to the following location: <b>icf.edu \Inbox</b> ers\ma658677\\Wicrosoft\Outlook\Mark.Crowe@ucf.edu(2).ost
ected account delivers new messag ihange Folder Mark.Crowe@u in data file C:\Use	ges to the following location: c <b>f.edu.\Inbox</b> rs\ma658677\Wicrosoft\Outlook\Wark.Crowe@ucf.edu(2).ost
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You can add or remove an account. You can select an account and change its settings.				
nge Account	83			
Server Settings Enter the information rec	quired to connect to Microsoft Exchange or a compatible service.			
ype the server name for you ccount provider.	ir account. If you don't know the server name, ask your			
Server:	outlook.ucf.edu			
	✓ Use Cached Exchange Mode			
ype the user name for your a	account. Mark.Crowe@ucf.edu Check Name			
	More Settings			

Click on 'Advanced' → 'Add' and then add mailbox (Example: Exhelp)

ange Account		23
Server Settings Enter the information re	quired to connect to Microsoft Exchange or a compatible service.	×.
	Microsoft Exchange	Ì
Type the server name for year account provider.	General Advanced Security Connection	
Server	Mailboxes	
	Open these additional mailboxes:	
Type the user name for you	Long Vuong Add	
User Name	Remove	
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	Cached Exchange Mode Settings	
	Obe Called Exchange Hode	
	Download Public Folder Favorites	
	Mailbox Mode	
	Outlook is running in Unicode mode against Microsoft Exchange.	More Settings
	Outlook Data File Settings	
		Navka
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