

Delegate Access

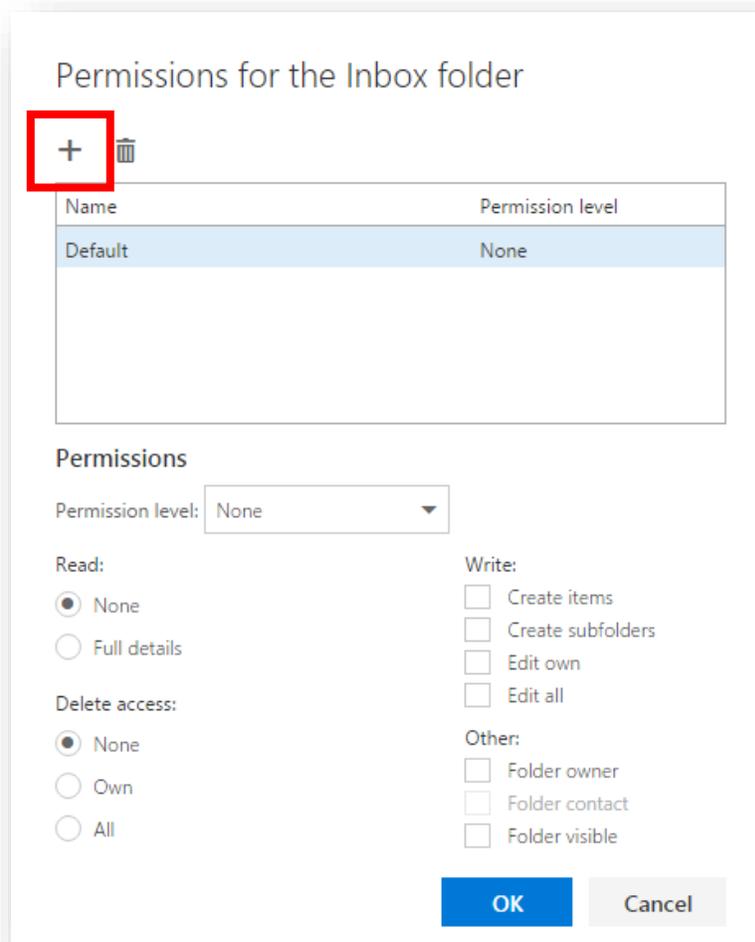
The Delegate Access feature allows you to provide another user access to your inbox (known as a delegate). You can allow the delegate to receive and respond to e-mail messages or meeting requests on your behalf.

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.

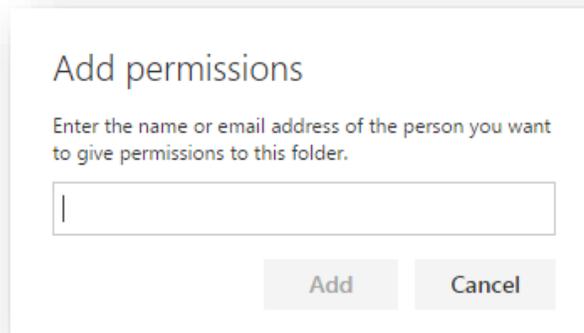
For more information, click [here](#) to see more documentation on Delegate Access by Microsoft.

Add a Delegate in Office 365

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



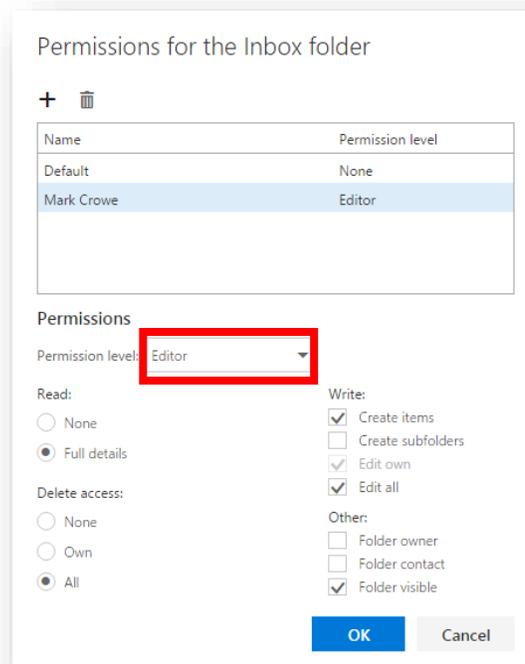
Enter the name or email address of the user you want to give delegate access to.



The dialog box is titled "Add permissions". It contains the instruction "Enter the name or email address of the person you want to give permissions to this folder." Below this is a text input field. At the bottom of the dialog are two buttons: "Add" and "Cancel".

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.



The dialog box is titled "Permissions for the Inbox folder". It features a table with two columns: "Name" and "Permission level".

Name	Permission level
Default	None
Mark Crowe	Editor

Below the table, there is a "Permissions" section. The "Permission level:" dropdown menu is highlighted with a red box and shows "Editor".

Read:
 None
 Full details

Delete access:
 None
 Own
 All

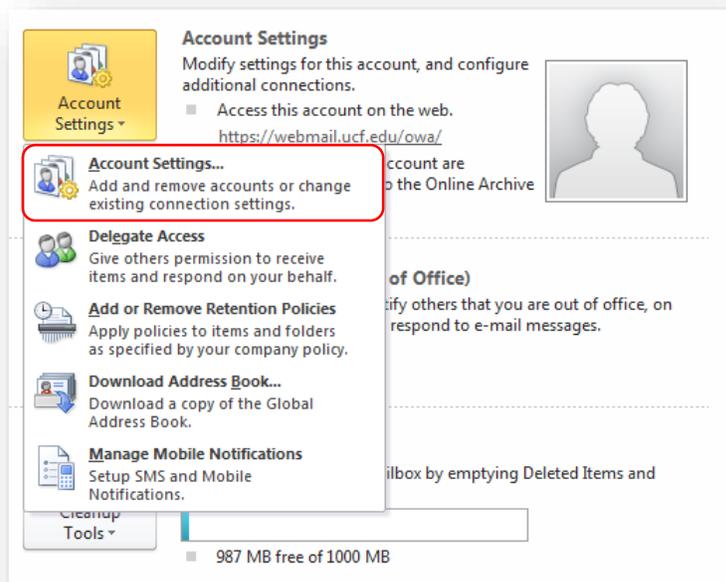
Write:
 Create items
 Create subfolders
 Edit own
 Edit all

Other:
 Folder owner
 Folder contact
 Folder visible

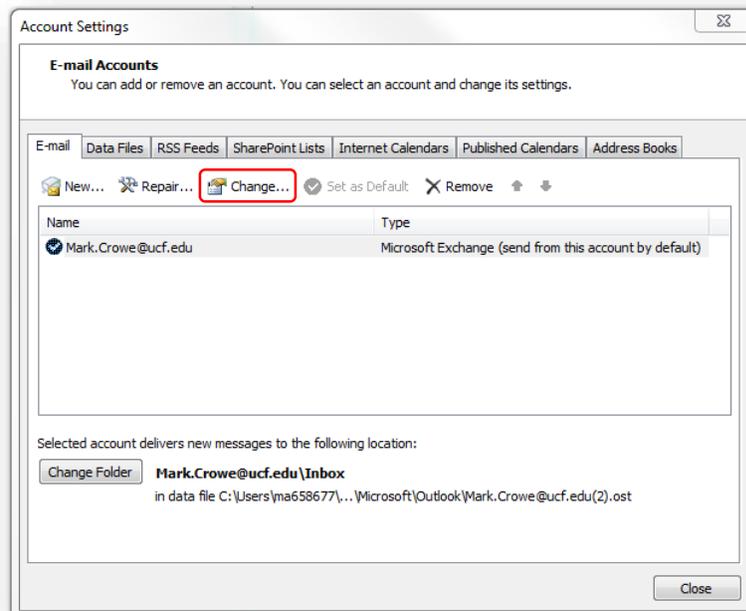
At the bottom are "OK" and "Cancel" buttons.

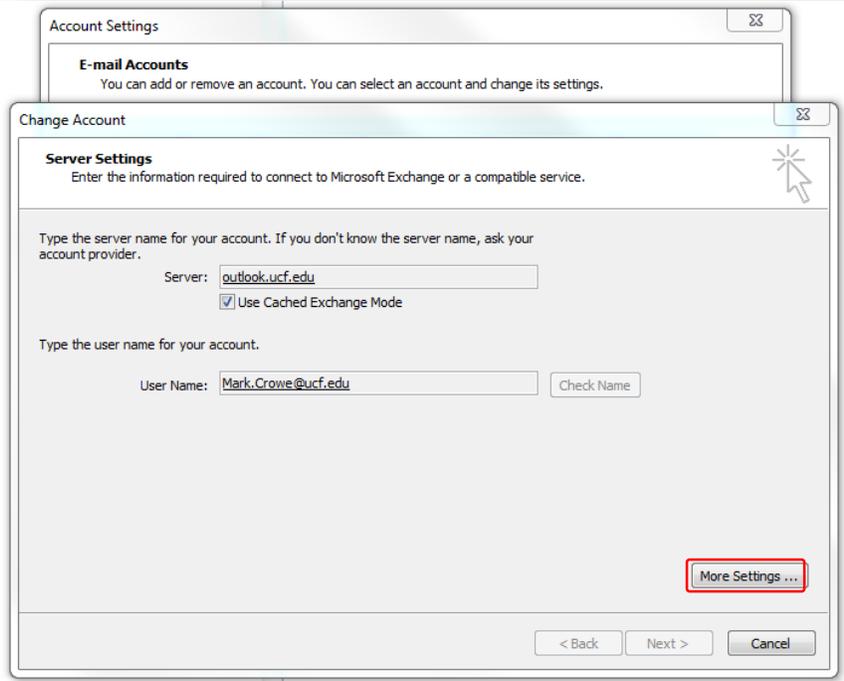
Adding a Delegate in Outlook

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



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





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

