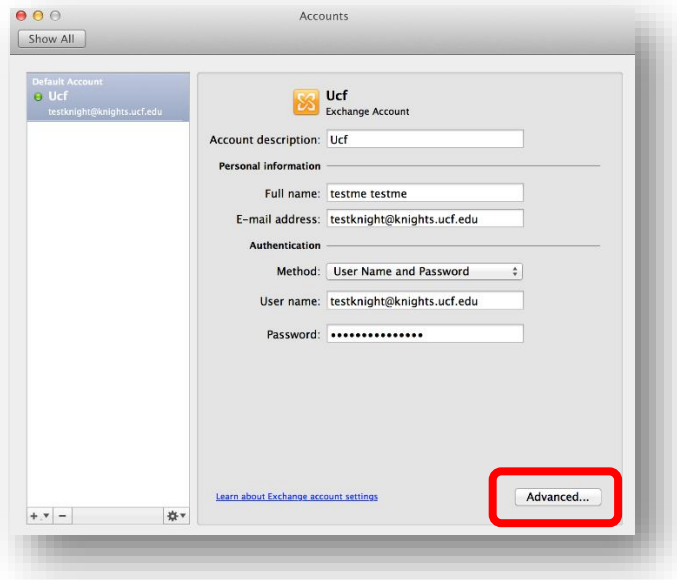
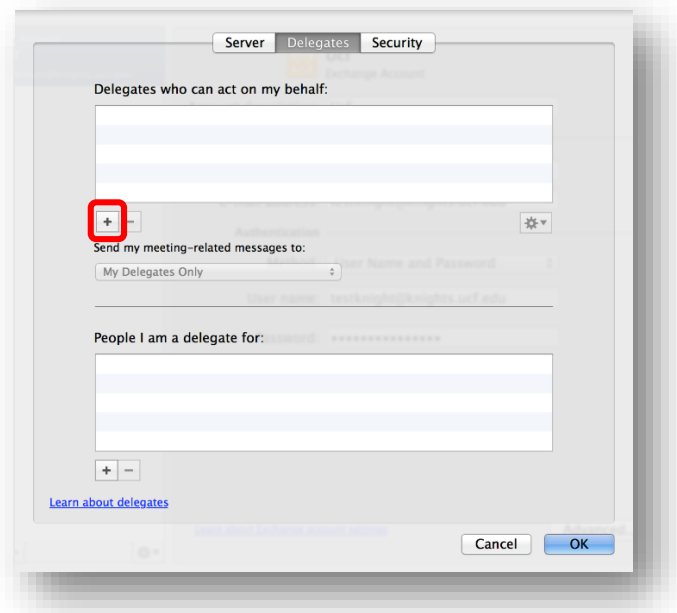


Delegate Access for Mac

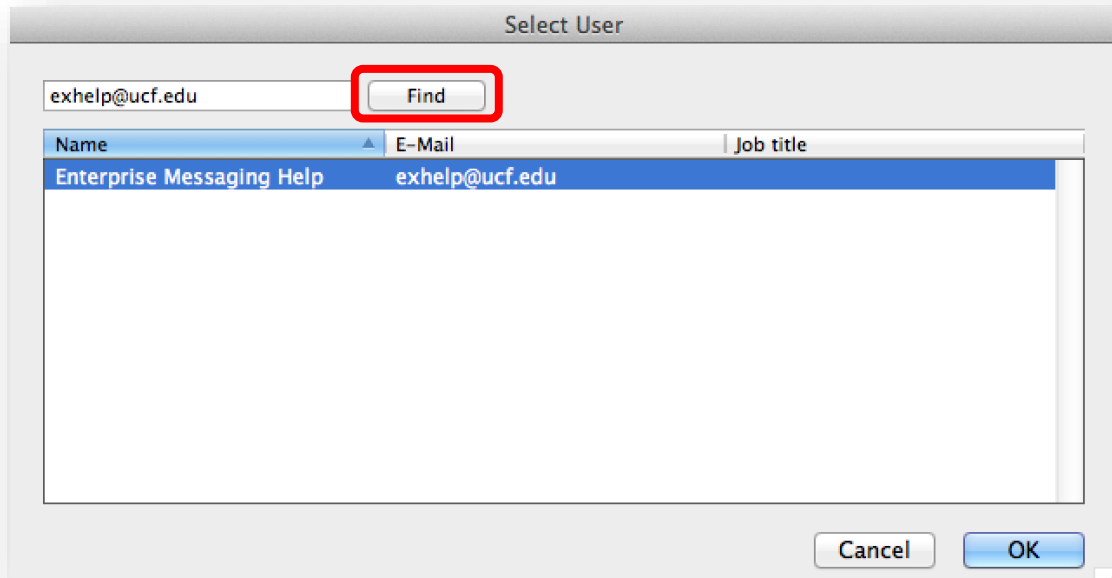
1. Select **Tools** from the top menu, then select **Accounts**.
2. In the **Account** dialog box, select our Exchange account from the left-hand menu. Then click **Advanced**.



3. Select the **Delegates** tab, then click the **plus sign (+)** under **Delegates who can act on my behalf**.

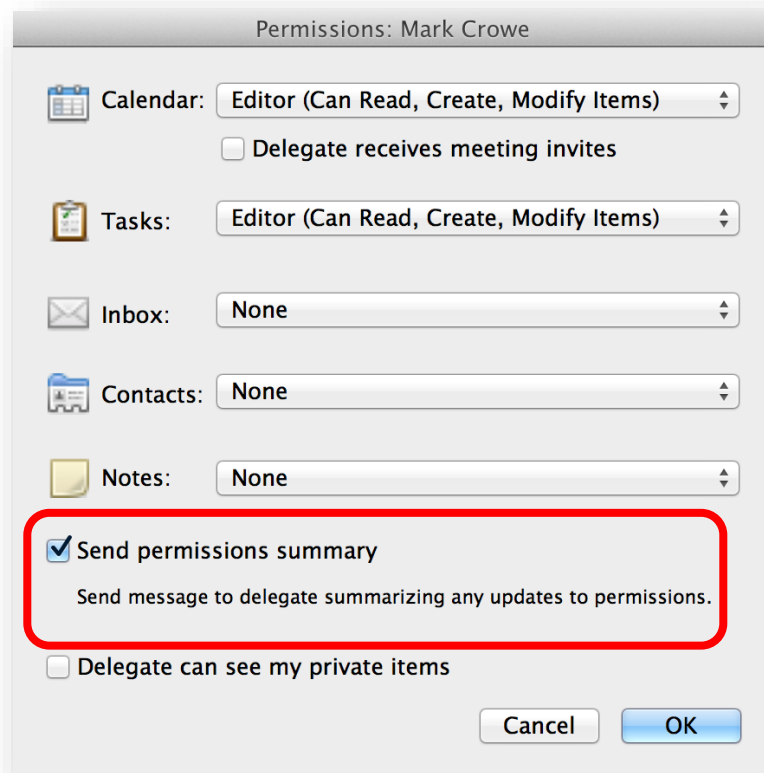


4. In the **Select User** dialog box, enter the person's name or NetLink ID that you want to grant delegate access to in the search field. Click **Find**. Select the current person or account from the results and click **OK**.



5. In the **Permissions** dialog box, adjust the delegate settings for your **Calendar** and **Inbox**. If desired, you can also grant access to your Contacts, Tasks, or Notes. Below is a summary of permission levels:
 - **Editor:** delegate can create, read, modify, and delete all items and files.
 - **Author:** delegate can create and read items and files as well as modify and delete items and files the delegate created.
 - **Reviewer:** Delegate can read items and files only.
 - **None:** Delegate has no permissions and cannot open the folder.

6. Select **Send permissions summary** to will notify your delegate that her or she has been granted access to your account. Then click **OK**.



7. The delegate now appears under **Delegates who can act on my behalf**. Click **OK** to close the window.

